



Notification of an Extended Absence from School

Extended absences from school can have a very serious negative effect on student learning. Of course, some extended absences are unavoidable, such as illness or a serious family situation. However, families should consider the impact of long-term absences that are within their control, such as overseas travel. Extended absences have a particularly serious impact on educational progress in the senior years of schooling and become critical in VCE, as there are specific VCAA requirements for attendance. Extended absences taken without the Principal's approval will put a student's ability to successfully complete that year level at risk.

If you do wish to **apply for approval** for an **extended absence** please complete the form below and submit the request to your coordinator at **least 2 weeks in advance** of the proposed absence.

Our Expectations:

Be A Learner:

Prior to leaving for the extended absence, it is the student's responsibility to gather all work that is required to be completed while they are absent.

Students are to complete all required work during their absence to ensure they are ready to re-enter the classroom on return to school.

Be Respectful:

Students are to make a conscientious effort to catch up on all missed work in order to cause as little disruption to their learning, the learning of other students or the workload of the teacher.

Be Safe:

Students will formally inform the school of the length of their absence and the date of return, in order to ensure the school administration is clear on the reasoning for the student absences.

Request for approval of an extended student absence:

Name of student: _____

Home group: _____

Period of absence: _____

Reason for absence:

Parent signature: _____

Date: _____

School use only:

Approval for extended absence granted: YES / NO

Approval granted by: _____ (Year Level Coordinator)

Date: _____

WORK TO BE COMPLETED FORM – TO BE FILLED IN PRIOR TO ABSENCE
Absence work for _____ HG _____

Teachers please be informed that this student will be absent from your classes for the following time from _____ to _____

Could you please include on this sheet the work that you want the student to do during this time, also state if the student will be missing out on any SAC's and if this absence will affect this student's overall satisfactory result in your subject.

SUBJECT	WORK TO BE COMPLETED WHILE ABSENT	ABSENCES – total number of periods	TEACHE R SIGNAT URE

Parent signature _____

Student signature _____

Coordinator signature _____

Information received date _____

**WORK TO BE DONE TO COPE WITH MISSED CURRICULUM – TO BE FILLED
IN ON RETURN**

Work for _____ HG _____

Could you please include on this sheet the work that the student needs to do to cope with the work missed. In assessing this work needed, ask the student to show you any work they completed while absent. Then make a judgement on the essential work they have still not completed, necessary for them to cope with the ongoing curriculum.

SUBJECT	WORK TO BE COMPLETED WHILE CATCH UP	TEACHER SIGNATURE

Parent signature _____

Student signature

Coordinator signature _____

Information received date _____