

Application for Student to be Absent from Butler College during term time.

Dear Parents and Students

As stated in the *School Education Act 1999*, it is expected that students attend School for each day that it is open for instruction.

Please use this form when, as a student and family, you are requesting a leave of absence of three or more school days. This form should be submitted for approval at least two weeks prior to a requested departure (except in extenuating circumstances). Please note the following:-

- It is the responsibility of students to ensure they have informed their class teachers and maintained their study load whilst absent. It is not the responsibility of staff members to provide any lesson materials for students taking extended holiday/leave
- Missed assessments and absences from class may affect academic progress, may result in a lower than expected final grade or a student could be deemed to have not completed the course in the case of Years 11 & 12
- Students may not be able to sit assessments and/or examinations earlier or later than the scheduled completion date
- Where students are absent for a scheduled assessment or examination, a '0' may be awarded for that assessment
- Repeated absences, particularly from important College events such as House Carnivals will impact on a student's eligibility to stand for selection as a student representative or invitation to participate in College events.

First name _____ Surname _____

Form _____ Form Teacher _____ Head of Year _____

I would like to request an extended leave of absence from classes at Butler College for a total of _____ days on the following days and dates:-

First Day of Absence: Day _____ Date _____ Returning to School: Day _____ Date _____

As I/my family will be (please indicate reason for request)

As a student, I will make all of my teachers aware of my absence.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Email Contact _____ 'Phone No. _____

Please attach any supporting documentation regarding the proposed absence (e.g. Letter from your sports club if the absence is for sporting commitment). Please now print, sign and submit this form either in person at Student Services, via email to Butler College: butler.college@education.wa.edu.au or by mail to The Principal, Butler College, 15 McCormack Boulevard Butler WA 6036. This form is available from Student Services or the College website and must be submitted two weeks prior to the requested leave date. **Thank you.**

This request has been: Approved Declined Principal: _____