



A GUIDE TO APPLYING FOR LEAVE (5-10 Days)

Principals do not grant leave during the school term lightly. The focus of the school and the Education Act-1990, is on maximising a student's opportunities to become successful learners. The importance of students being in class and participating in the full range of class activities cannot be over emphasised.

When considering whether to request leave during the school term it is important for parents / carers to weigh up the opportunity for learning versus the cost to learning associated with taking time out of school.

Apply early - Give yourself as much time as possible to complete the application process properly and speak with your class teachers & buddy up with a student in your class to obtain work that will be missed while you are away (see back page).

- Step 1:** Check there are **NO EXAMS** during the time you will be away on leave
- Step 2:** Complete this form outlining information regarding your school commitments during the proposed absence. **Check the School & Assessment Calendars and (Moodle – student login required)**
- Step 3:** Complete the attached Leave Request Form and arrange to meet the Deputy Principal (if applicable)

Student Name: _____ Yr: _____

Parent daytime contact No.: _____

Leave dates: _____ / _____ / _____ to _____ / _____ / _____

Assessment tasks / school events occurring during the proposed absence (as per Calendar/Moodle):

Subject / Event: _____

Task: _____

Subject / Event: _____

Task: _____

Subject / Event: _____

Task: _____

Name of Parent checking calendar/moodle: _____ Signature: _____

(Signing this document confirms that you have checked for Assessment/Assignments on moodle with your student)



TWEED RIVER HIGH SCHOOL

Leave Request (5-10 Days)

Principal Ms Leisa Conroy 4 Heffron Street Tweed Heads South NSW 2486 ABN 57 259 148 522

T 07 55243007 F 07 55249501 E tweedriver-h.school@det.nsw.edu.au www.tweedriver-h.schools.nsw.edu.au

STUDENT DETAILS:

Date: _____

Family Name: _____ Given Name: _____

Age: _____ Date of Birth: ___/___/___ Year: _____

Enrolment Registration Number (ERN): _____

Students Address: _____

Address: _____

Suburb: _____ Post Code: _____

Dates Leave applied for: 1st Day: ___/___/___ to Last Day: ___/___/___ Total Days: _____

Reason for Leave: _____

PARENT/CARER DETAILS:

Family Name: _____ Given Name: _____

Address: _____

Suburb: _____ Post Code: _____

Phone No: _____ Mobile No: _____

Email address: _____

Parent/Carer Signature : _____ Date: ___/___/___

OFFICE USE:

Deputy Principal Signature: _____ Date: ___/___/___



Tweed River High School
Independent Learning Contract
For Students on an Attendance Exemption/Leave Request

Student Name: _____ Year: _____

Approved exemption dates: ____ / ____ / ____ to ____ / ____ / ____ Attendance this year: ____ %

Choose a buddy or buddies to collect class information for you in your absence

Subject	Teacher's Signature	Buddy Name	Course Requirements: eg. Assessment due, work to be completed
English			

- I acknowledge it is my responsibility to **complete all set tasks** and any **missed work** during my absence.
- I will contact my buddy regularly to organise the exchange of notes etc. I also understand that due dates and extensions on assessment tasks/assignments will need to be negotiated with my Teacher – through the Illness/Misadventure Special Circumstances form as indicated in the Assessment Guide and **Course Requirements** – available on the school website.

Student's Signature: _____

Date: ____ / ____ / ____

Parent/Carer Signature: _____

Date: ____ / ____ / ____

Deputy Principal: _____

Date: ____ / ____ / ____

OFFICE USE: Copy of Learning Contract given to Student:

Date: ____ / ____ / ____