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)
**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: ___/___/___  

T:\Office\Forms\Application For Leave 5-10 Days 2015.Doc
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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Teacher’s Signature</th>
<th>Buddy Name</th>
<th>Course Requirements: eg. Assessment due, work to be completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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: _____ / _____ / _____