



Esperance Anglican Community School

A school of The Anglican Schools Commission Inc

Request for Student Leave-of-Absence

Esperance Anglican Community School does not generally approve of students taking leave-of-absence during term-time as our holiday allocation is both generous and intimated well in-advance. Such absences are disruptive to an individual's education and also have an unsettling effect on the remainder of the School community; however we do recognise that there will be occasions when such an absence is unavoidable and would ask that parents complete the information below:

NAME OF STUDENT: _____ YEAR: _____

NAME OF PARENT/CARER: _____

POSTAL ADDRESS: _____

DATES OF LEAVE REQUESTED: From _____ To _____

REASON FOR REQUEST FOR LEAVE (CONTINUE OVERLEAF IF NECESSARY):

Please note that the School cannot guarantee that work will be provided for students taking leave-of-absence as this represents an unreasonable additional burden on teachers; however relevant material is available on *Studywiz* which can assist students in keeping up-to-date and teachers will assist wherever possible.

Please return this form to Reception marked for the attention of the Principal. The Principal will review each application and will respond in one of two ways using this form.

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For the use of the Principal

LEAVE REQUEST GRANTED

LEAVE REQUEST NOTED BUT APPROVAL NOT GRANTED

Signed: _____ (Principal) Date: _____