



## **Extended Absence Approval Letter**

*(Extended absence is classified as 3 days or more)*

Family-school and community partnerships are an effective way to support and empower positive parent engagement, and bring together family and school to support student learning. We understand some extended absences are unavoidable, such as illness or a serious family situation and endeavour to support families through this time.

- Extended absences can have an impact on student learning and outcomes, and reports may reflect the impact on their learning growth..
- Parents/carers should consider the impact of long-term absences that are within their control, such as overseas travel.
- Every student absence must be explained and approved.
- Details in regards to absences from school and school attendance are outlined in the **Education and Training Reform Act 2006**

To notify the school of an extended absence, please complete the form below and submit at **least three school weeks** in advance of the proposed absence.

- If absence is approved, families will be provided with further information around student work expectations
- Parents/carers have an obligation to keep their contact details up to date and regularly communicate with the school in relation to the home learning program
- On return from the absence, the student and parent/carers may be contacted to attend an interview with relevant staff to support their transition back into school.

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Name of student: \_\_\_\_\_

Class: \_\_\_\_\_

### Period of absence

Start date: \_\_\_\_\_

Return date: \_\_\_\_\_

Reason for absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Approval: Y/N

Principal Name: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_