



## Application for LEAVE from Attendance at School

Note: To be completed by the student's parent and returned to their child's school Principal.

### STUDENT DETAILS:

FAMILY NAME	GIVEN NAME	CLASS	AGE	Date of birth
				/ /
				/ /
				/ /
				/ /

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Dates of leave applied for: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

### REASON FOR APPLICATION FOR LEAVE

(Please attach a copy of your plane ticket if travelling overseas)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PARENT DETAILS:

Family name: \_\_\_\_\_ Given name(s) \_\_\_\_\_

Telephone number: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

As the parent of the above mentioned student, I hereby apply for leave from school.

Signature of applicant/s: \_\_\_\_\_

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

OFFICE USE ONLY:  Approved \_\_\_\_\_ Principal/Delegate

\_\_\_\_\_ Date