

# Request for Student Leave

## (PLANNED ABSENCE)

- Under section 25 and section 31 of The Education Act 1989, every school board must take all reasonable steps to make sure students attend school when it is open. Schools (boards, principals, and individual teachers), along with parents and guardians, are responsible for making sure students attend school regularly.
- According to Ministry of Education guidelines, student leave/absence can be either justified or unjustified.
  - Justified leave may be for medical reasons, national/local representation in a sporting or cultural event in New Zealand or overseas, if a student is required to remain with a parent who has an overseas posting (military or diplomatic) or other reasons such as bereavement or exceptional family circumstances.
  - Unjustified leave includes holidays in term time or other absences that are explained but not allowed under the Ministry of Education guidelines. If the leave request extends a school term holiday, then it is generally unjustified.
- Application for leave for planned absences must be received one week prior to the start date, unless under urgent circumstances (e.g. bereavement).
- Applications for planned absences (leave) will be considered individually.
- Please give supporting information in the space provided below, or in a covering letter, in order to classify the leave correctly according to Ministry of Education requirements, e.g. any letters from regional or national sporting or cultural organisations must be included.
- Please submit the completed form to Student Services (for the Attendance Officer).

Name of student:  Tutor Class:  Date of Application:

I request leave for my son / daughter (named above) to be absent from school:

First day of leave:  DATE to Last day of leave:  DATE i.e. return date to school:  DATE

Number of days student absent from school:

Reason for absence:  as below  in attached letter

Leave requested by (Parent/Guardian): Signed:  Name:

Daytime contact phone number(s): Home:  and/or Work:

Email:

**COURSE ASSESSMENTS AFFECTED:**

- Please detail assessments scheduled during the leave period requested: must be signed by ALL SUBJECT TEACHERS
- For fairness in assessments there can be no expectation that extensions or additional support is provided for unjustified leave.
  - Heads of Learning (HOLA) may use their discretion for justified leave and in other circumstances where there is not an unfair advantage given to a student who is absent from school.
  - Any extension must be applied for separately using the appropriate form (see Student NQF Assessment Handbook) and approved by the Head of Learning Area.

Subject Code, e.g. SCI	Assessment Standard or Title	Credits (or N/A)	Assessment due date	Will the credits be lost due to absence? <sup>1</sup>	Assessment to be completed earlier than the due date? <sup>2</sup>	Extension has/will be applied for? <sup>3</sup>	Teacher Signature	Teacher Code
				YES / NO	YES / NO	YES / NO		
				YES / NO	YES / NO	YES / NO		
				YES / NO	YES / NO	YES / NO		
				YES / NO	YES / NO	YES / NO		
				YES / NO	YES / NO	YES / NO		
				YES / NO	YES / NO	YES / NO		
				YES / NO	YES / NO	YES / NO		
				YES / NO	YES / NO	YES / NO		

<sup>1</sup> if there is no opportunity to complete the assessment <sup>2</sup> at the discretion of teacher/HOLA <sup>3</sup> must submit a separate application to HOLA

**OFFICE USE ONLY**

Circle type of leave	Unjustified Leave			Justified Leave		
	<b>T</b> No information or trivial reason	<b>E</b> Explained Absence	<b>G</b> Holiday in Term Time	<b>M</b> Medical leave	<b>J</b> Explained Absence	<b>O</b> Overseas posting

Copy of processed form sent to Parents:  Emailed  Posted  Entered on KAMAR  cc HOLA  NAME OF HOLA

Signed:  DEPUTY PRINCIPAL (ATTENDANCE)  ATTENDANCE OFFICER