



Extended Leave Form

Dear Parents and Students,

As stated in the *NSW Education Act 1990*, it is expected that all students enrolled at the College will attend school each day during term time when they are able to do so.

Please use this form when, as a student and family, you are requesting approval for leave of absence of **three or more school days, or when a planned absence abuts a school holiday**. Wherever possible, this form should be submitted at least one month prior to a requested departure (except in extenuating circumstances). Please note the following:

- Please complete a separate form for each child, as applicable.
- It is the responsibility of students in the Senior School to ensure they have informed their class teachers and maintained their study load whilst absent. It is not the responsibility of staff members to provide any lesson materials for students taking extended leave.
- Missed assessments and absences from class may affect academic progress, may result in a lower than expected final grade or a student could be deemed to have not completed the course in the case of Years 11 & 12.
- Students may not be able to sit assessments and/or examinations earlier or later than the scheduled completion date.
- Where students are absent for a scheduled assessment or examination, a '0' may be awarded for that assessment.
- Repeated absences, particularly from important College events such as Foundation Day or Speech Night, will impact on a student's eligibility to stand for selection as a student official or participation in a School tour.

First Name _____ Surname _____

Year Group: _____ Class/Tutor Group _____ House _____

I would like to request an extended leave of absence from classes at Oxley College for a total of _____ school days on the following dates:

First Day of Absence: _____ Returning to School: _____

If applicable, please state any Saturday sport matches missed (please state team): _____

As I/my family will be (please indicate reason for request)

As a student, I will make all of my teachers aware of my absence, should it be approved:

Please state any siblings at the College for whom a request for approved leave is also being submitted: _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Please attach any supporting documentation regarding the proposed absence (*e.g. Letter from your sports club if the absence is for a sporting commitment*).

Send completed form to Junior School or Senior School Student Services, or email your completed form to:
office@oxley.nsw.edu.au