



Clayfield College

Leave Application Form

Clayfield College acknowledges the importance of high levels of student attendance to promote academic, social and emotional development. We also understand that there are circumstances where students need to attend to commitments during the school term. If you would like to request for your child to take leave for 3 or more days of school, please complete the form below and submit for approval to the Deputy Principal- Academic/Head of Secondary four weeks prior to the first date of leave.

Email the completed form to the Administrator - Academic and Curriculum Services, Ianthe Campbell at: icampbell@clayfield.qld.edu.au

Student Name:

Year Level:

Reason for leave:

Dates of leave: _____ **to** _____

Number of school days missed:

If your child has already applied for leave in the past 12 months, please state the reason:

Please acknowledge the below conditions.

I acknowledge that:

- all leave requests over three days are subject to approval.
- leave is considered an absence from school and could affect eligibility for academic and co-curricular awards.
- it is the responsibility of my child to complete any missed schoolwork and/or assessment in consultation with academic and pastoral care staff.

Acknowledge by:

Signed:

Date:

