



Clayfield College

Extended Leave Application Form

Clayfield College values and promotes high levels of student attendance, recognising its importance in supporting students' academic progress, social development, and emotional wellbeing. As a school we recognise that, at times, exceptional personal circumstances may require leave during term time (e.g. family emergencies). However, non-essential leave during the school term, including family holidays, is strongly discouraged.

For planned absences of **three (3) school days or more**, please **complete this form and email** it to absences@clayfield.qld.edu.au. In the subject line, please include your child's full name and class (e.g. Year 1A).

Requests will be reviewed by the Director of Junior School or Director of Senior School (depending on your child's year level) and will be authorised or recorded as an unauthorised absence if taken. Family holidays during term time will be classified as unauthorised absences.

Please note that for unauthorised absences, teachers will not provide alternative or catch-up work during the absence period. All authorised and unauthorised absences are documented in your child's report card.

Student Name:

Class (e.g. Year 7A):

Reason for leave:

Dates of leave: _____ **to** _____

Total number of leave days (school days) requested: _____ **days**

Please acknowledge the below conditions. I acknowledge that:

- all authorised leave requests over three days are subject to approval.
- leave is considered an absence from school and may affect eligibility for academic and co-curricular awards.
- it is the responsibility of my child to complete any missed schoolwork in consultation with their teachers.

Parent/carer name:

Signature:

Date:

For Office Use Only (do not complete)

Request outcome:

☐ **Authorised**

☐ **Unauthorised**

Name: _____

Signature: _____

Let your light *shine*