

Brookside P-9 College | Extended Absence Form >10 Days

Parents/Carers must complete an Extended Absence Form when a student is planning on taking leave/family holiday greater than 10 days.



There is no safe number of days for missing school – each day a student misses school puts them behind and can affect their educational outcomes and their social connectedness. It is in your child's best interest they attend school regularly.

At Brookside College we are committed to empowering every learner to fulfil their potential and positively shape the future. To meet this commitment, we design high quality learning experiences that build on learner strengths and needs to help them develop their talents, passion and purpose.

As part of this commitment Brookside P-9 College expects a 97% attendance rate to ensure your child can achieve success in their education.

In most cases, an attendance action plan will be required to be developed by the student's Homegroup Teacher in conjunction with the Parent/Carer prior to the absence, to try and ensure they don't fall behind.

The Principal of the college will either approve or allocate as 'Parent Choice – Unauthorised'. A notification will be sent to the Parent/Carer within 14 days of receipt, if the leave is not approved.

Student Name:		Class:		Date Applied:	/	/	/
First Day Absent:	/	/	Last Day Absent:	/	/	Total Number of School Days Absent:	
Reason for Absence:							
Name of Parent/Carer:			Parent/Carer Signature:				
<i>OFFICE USE ONLY</i>							
Absence History:	Current Year = ____ day(s) Previous Year = ____ day(s)						
Additional Notes:							
<i>PRINCIPAL USE ONLY</i>	Extended Absence Approved	<input type="checkbox"/>	Parent Choice - Unauthorised	<input type="checkbox"/>			
Principal Mr. Simon Sherlock	Signature:			Date:		Brookside P-9 College Tel: 03 7379 1555	

Extended Absence Form must be completed and submitted 4 weeks prior to planned absence; delivered to the Attendance Office or directly emailed to brookside.p9@edumail.vic.gov.au.

Di Morton, Attendance Officer
Attendance Office Tel: 03 7379 1556