



# St. Ursula's College

## Application for extended leave (more than 2 days)

- When students know they will be absent from the College for more than two days, or for any assessment due dates, they are to submit an application for leave form to the Deputy Principal (Teaching and Learning).
- Requests for leave must be made at least 5 school days in advance.
- **Exam assessments are not rescheduled for unapproved school absences. For cases of approved school absence, a comparable exam could be completed at a date and time determined by the College.**
- **Assignments must be submitted on or before due dates.**

Process to be completed:

- Parents/Guardians are to notify the relevant Head of School by phone or email.
- Head of School will distribute an application for extended leave form to student/s to complete and return, with relevant details attached, to Deputy Principal (Teaching and Learning).
- The College will determine "school-approved absences" for the purpose of assessment. Please note that this decision may impact upon student reports and/or credit for QCAA course completion.

### Head of School to complete:

Student name:

Year Level:

Dates of absence:

Last day at school:

First day back at school:

Reason for absence – give details and attach relevant evidence:

- Medical (medical certificate)
- School-supported sport \_\_\_\_\_
- Audition or entrance exam \_\_\_\_\_
- Family commitment
- Other (please provide reason) \_\_\_\_\_

Please include details for absence: \_\_\_\_\_  
\_\_\_\_\_

### Student to complete:

What will I do to catch up on missed class work and learning during my absence?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessment scheduled during this time: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student signature: \_\_\_\_\_ Parent/Guardian signature: \_\_\_\_\_

**Student and Subject Teachers to complete in negotiation:**

Subjects impacted during absence

- Student to discuss with each teacher
- Each subject must be signed off by your subject teacher

Subject	Teacher Date & Signature	Work to be completed and/or arrangements for submission of assignment work	Assessment task due  (Yes or No)	Access to class work (Google Classroom, One Note, email, textbook, paper based resources distributed beforehand)

**Deputy Principal to complete:**

School approved absence       School absence not approved for assessment purposes

Comparable exam/s details for approved school absences: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date:

Signature: