MAYLANDS PENINSULA PRIMARY SCHOOL

IN-TERM LEAVE - VACATION REQUEST

Leave of absence will only be granted in exceptional circumstances

The School Education Act 1999 states that parents/caregivers need to obtain permission from the Principal for their child/children to have extended leave of absence for any reason such as in-term holiday or vacation.

PLEASE READ THE LETTER ON THE REVERSE SIDE OF THIS FORM, and then complete the details in the sections headed student details, and parent authorisation' and return to Administration in advance.

I wish to advise Maylands Peninsula Primary School that my child/children will be on in-term leave/vacation as follows:

STUDENT DETAILS			
Student Name 1:			
Year Level:	*	Room Number:	
Student Name 2:			
Year Level:	*	Room Number:	
Student Name 3:			
Year Level:	*	Room Number:	
Student Name 4:			
Year Level:	*	Room Number:	
DURATION OF LEAVE			
Commencement Date:		Return to School Date:	
REASON FOR LEAVE / IN-TERM			
VACATIONS TAKEN DURING THE SCHOOL TERM ARE RECORDED AS AN UNAUTHORISED ABSENCE			
PARENT AUTHORISATION			
DECLARATION			
I confirm that I have read, understand, and agree to the vacation procedure regarding unauthorised vacation absences. I am aware requests for leave can only be granted in exceptional circumstances, and a vacation would not be considered exceptional.			
Parent / Caregiver Signature:		**Date:**	
☐ If you are completing this form online and are unable to sign this form, please check this box to confirm the above information is true and correct.			
OFFICE USE ONLY			
Administration Signature:		**Date:**	
Absentee Code			

Submit

Maylands Peninsula
PRIMARY SCHOOL
"Learning together"

Dear Parent / Caregiver,

Thank you for notifying the school that you plan to take your child /children out of class for an in-term family vacation.

Research recently undertaken by the Telethon Institute for Child Health Research, *Student Attendance and Educational Outcomes:* ***Every Day Counts,*** has found a clear link between student absence and achievement in school. Each day a child is absent from school has a direct impact on their educational outcomes.

The Director General highlighted student engagement and attendance as priorities in *Focus 2014 Directions for schools*. Establishing and maintaining a positive attendance career for all students ensures success in their future study and career pathways. When a student misses one school day per fortnight they will, by Year 9, have missed one entire year of school.

Consequently, your request to your child / children's out of school for an in-term family holiday will not be approved and the absence will be recorded as an Unauthorised Vacation.

Yours sincerely,

PAUL ANDRIJICH
PRINCIPAL

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