

Application for Extended Absence or Exemption  
To the Attention of the Headmaster



**Applicant:** Name: \_\_\_\_\_ Year & Colour Class: \_\_\_\_\_

Relationship to Student/s: \_\_\_\_\_

**Student Details:**

	Family Name	Given Name (s)	Year & Colour Class
Student 1			
Student 2			
Student 3			
Student 4			

**Period of Absence:** Date/s: from: \_\_\_/\_\_\_/\_\_\_  indefinite or to: \_\_\_/\_\_\_/\_\_\_

Number of **school days**: \_\_\_\_\_ (N/A if indefinite) Is this during exam period? Yes  No

**Reason for application:** *(please tick as applicable)*

- Travel i.e family holiday, celebration, special occasion etc
- Exceptional Circumstances i.e Bereavement, family or other commitment, hospitalisation or long term illness
- Employment in entertainment industry or participation in elite sport or equivalent

Please provide more detail about the reason for your application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Declaration:**

As a Parent/Guardian of the above mentioned student, I hereby apply for Extended Absence. I understand that if granted:

- I am responsible for his/her supervision during the period of exemption.
- The absence is authorised by the Headmaster for the period indication only.
- For students in the Secondary School, any submission of tasks must be completed before leave is taken. Examinations or in class assessments will need to be completed at a time arranged with the Head of Department and Director of Curriculum and Policy.
- For students in the Junior School, Class Teachers will advise as to an appropriate continuation of learning in consultation with the Head of Junior School.

I declare the information provided in this application is accurate and complete to the best of my knowledge. I recognise that a failure to comply with any condition set on the Certificate may result in the Certificate being revoked.

<b>Attention : PA to the Headmaster</b>
<b>OFFICE USE ONLY</b>
<b>Date received:</b>
<b>Date Acknowledged:</b>

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_