



### Leave from Assessment (4 days or less)

**School Name:** St John XXIII Catholic College, Stanhope Gardens

Family Name	Given Name	Year Level	Start Date of Leave	End Date of Leave	Total No. of School Days

**This leave application is intended for students requesting an absence of 4 days or less that will result in missing an assessment task. Students must submit this application at least two weeks before the intended absence and wait for approval from the Principal or Head of School. Leave should not be considered approved until official confirmation is received.**

#### Reasons for leave – please also attach any supporting documentation


**Parent Signature**

**Date**

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#### Conditions applicable to the approved period of leave:

If leave is granted from an assessment task, the student must submit an Illness/Misadventure Application form with a copy of this Leave Form signed by the Head of School or Principal attached before the date of absence.  
The application for leave should be submitted a minimum 2 weeks in advance of the assessment due date.  
The assessment illness/misadventure must be completed within 24 hours of receiving this leave approval.  
The Head of School and/or a Strategic Leader will make a decision about the results for the student and the task.  
This decision may include the student submitting the task before the due date OR completing the same task OR completing an alternative task at another time.  
If leave is not granted and a student is absent, a mark of zero will be awarded.

It has been explained to the parent/caregiver that they are responsible for the student's supervision during the approved period of leave. The parent/caregiver understands that the period of leave is limited to the period indicated and acknowledges that the period of leave is subject to the conditions listed above.

<b>Principal/Head of School Name</b>	<b>Principal/Head of School Signature</b>	<b>Date</b>