

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



Applicant: Name: _____

Relationship to Student/s: _____

Student Details:

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

Period of Absence: Date/s: from: ___/___/___ to: ___/___/___ indefinite

Number of **school days**: _____ (N/A if indefinite)

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
- Work experience / work related activities or work trials

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.

Signature of Applicant: _____

Date: ___/___/___

Attention : EA to the Headmaster
OFFICE USE ONLY
HM Approval:
Date received:
Date Acknowledged: