

NOTIFICATION OF LEAVE DURING ACADEMIC YEAR

Year 7-10

Varsity College does not recommend holidays or absences related to matters of a family's own choosing during school time. We do acknowledge that at times this is unavoidable and have the following process in place to support academic assessment.

Students are required to complete a notification of leave form and submit it to their Phase of Learning (POL) HOD for extended absences during the academic year. The POL HOD will then consider the leave and/or specific conditions around that leave.

Process:

1. Student to collect Notification of Leave During Academic Year (Year 7-10) from Student Services
2. Complete Section A
3. Student to meet with all teachers for completion of Section B (page 2)
4. Student to submit form at Student Services office
5. During the year 10 Exam Block, the AARA process must be followed.

SECTION A				
STUDENT NAME:			YEAR LEVEL	
LEAVE REQUESTED:	TERM:		WEEK(S):	
	DATE LEAVE STARTS:		DATE LEAVE ENDS:	
	DETAILED REASON:			
PARENT AND STUDENT ACKNOWLEDGEMENT	We acknowledge that in applying for a Notification of Leave during the academic year,: - Students are still required to submit assignments that are due during any leave (as per College assessment calendars), during or before the period of leave. If a student does not submit an assignment by due date, they may receive an N rating. - Where students are required to reschedule any exams scheduled during any period of leave (as per College assessment calendars), this exam will be sat immediately prior or immediately after the period of leave. At times, due to the dates of the leave, it may not be possible to reschedule exams and the student will receive an N rating for this piece of assessment. Where students do not receive approval to reschedule exams scheduled during any period of leave (as per College assessment calendars), they may receive an N rating.			
	PARENT SIGNATURE:		STUDENT SIGNATURE:	
	DATE:		DATE:	

SECTION B				
SUBJECT	TEACHER	WORK TO COMPLETE DURING LEAVE	ASSESSMENT DUE DURING LEAVE	DUE DATE

POL HOD SIGNATURE		Date:
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