

REQUEST FOR 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 an application for leave to their Deputy Principal requesting leave in the academic year. The Deputy Principal will then approve/not approve the leave and/or specific conditions around that leave.

Process:

1. Student to collect Request for 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 meet with Dean of Students or POL HOD to confirm arrangements for submission of assessment.
5. In the year 10 Exam Block in term 4, the AARA process must be followed.

SECTION A					
STUDENT NAME:			ROLL CLASS:		
LEAVE REQUESTED:	TERM:		WEEK(S):		
	DATE LEAVE STARTS:		DATE LEAVE ENDS:		
	DETAILED REASON:				
PARENT AND STUDENT ACKNOWLEDGEMENT	We acknowledge that in applying for a Request for Leave during the academic year,: <ul style="list-style-type: none"> Students are still required to submit assignments that are due during any approved 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 receive approval from the Principal 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					OFFICE USE ONLY
SUBJECT	TEACHER	WORK TO COMPLETE DURING LEAVE	ASSESSMENT DUE DURING LEAVE	DUE DATE	PRINCIPAL DECISION
					<input type="checkbox"/> Approved Details:
					<input type="checkbox"/> Not approved
					<input type="checkbox"/> Approved Details:
					<input type="checkbox"/> Not approved
					<input type="checkbox"/> Approved Details:
					<input type="checkbox"/> Not approved
					<input type="checkbox"/> Approved Details:
					<input type="checkbox"/> Not approved
					<input type="checkbox"/> Approved Details:
					<input type="checkbox"/> Not approved

DEAN/POL HOD SIGNATURE		Date:
DEPUTY PRINCIPAL SIGNATURE		Date: