



FAMILY LEAVE APPLICATION FORM

All students are required to attend school by law. The College requests that families make travelling arrangements during holiday periods to avoid any disruption to the learning and homework routines of their children. The College does not support or encourage student absence during the term time except for medical or compassionate reasons.

The principal has the authority to approve or decline the requested leave depending upon circumstance, age of the student and the effect that the leave may have on the student's education. Complete the form below with evidence, e.g. flight details/return ticket (international travel) OR flight/accommodation evidence (domestic travel) if you request to have your child depart from school during the term. You will receive email notification about the requested leave approval/decline within a few days. Please email through to absent@alameencollege.wa.edu.au.

Family name:	
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Student given name/s:	Year/group
1.	
2.	
3.	
4.	
5.	

Detailed reason for leave:			
Departure date:		Return to school date:	

Parent/guardian full name:		Parent email:	
Signature:		Date:	

Principal/College Response

Application status: Approved/not approved		Reason: <i>(if applicable)</i>	
Signature:		Date:	

For Office Use Only:	Entered into Seqta <input type="checkbox"/>	Copy to Student Services <input type="checkbox"/>
	Copy to Accounts <input type="checkbox"/>	Copy on Spreadsheet <input type="checkbox"/>