



FAMILY LEAVE APPLICATION FORM

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

The Principal has the authority to approve or decline the leave request depending upon circumstance, age of the student and the effect that the leave may have on the student's education. Complete the form below and provide evidence, eg **flight details/return ticket (international travel) or accommodation evidence (flight/domestic travel)**. Please email through to absent@alameencollege.wa.edu.au. You will receive email notification with the requested leave approval/decline within a few days.

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

Note for Principal:			
Application status:	Approved/Not approved	Reason: <i>(if not approved)</i>	
Signature:		Date:	
For Office Use Only:	Entered into SEQTA <input type="checkbox"/> Itinerary attached: Y/N	Informed Accounts <input type="checkbox"/> Entered on Spreadsheet <input type="checkbox"/>	No. of weeks: Email sent: <input type="checkbox"/>