SENIOR STUDENT LEAVE APPLICATION FORM

Fill out the	left hand sid	le of this form and return to the Acad	emic Dean for approval		□NZQA Approved □NZQA Not Approved		
NAME:							
PURPOSE OF LEAVE:					Academic Dean ☐ Spoken to Mrs Adams about the Plan		
DATES OF ABSENCE FROM SCHOOL:							
Subject	Teacher	Work Missed	Assessments Missed	Teacher Signature		Catch-up Work completed	Teacher Signature
	-	Year Level Dean Learning Advisor					·
☐ My absence record has been updated at the office prior to my departure							

Information regarding approved leave

- Absence when the student is competing at a national or international level at a sporting, academic or cultural event may be accommodated as long as there has been sufficient notice given and the Principal's Nominee has evidence of a plan to catch up missed work.
- Assignments due during the absence must be completed prior to departure or by the due date providing the required teaching has occurred.
- Approved school activity of an co-curricular nature will be accommodated in a student's assessment programme.

PARENT/CAREGIVER SIGNATURE:

- On the return to school following a verified, legitimate absence, a student will be given, as soon as practicable, any assessment test which she/he may have missed. Students need to be informed of the time and date of the assessment.
- NZQA approved covers the missed assessment task, not the missed teaching. Students must take all reasonable practical steps to ensure they catch up on the missed teaching.