SENIOR STUDENT LEAVE APPLICATION FORM

Fill out the left hand side of this form and return to the Principal's Nominee for approval

NAME: _____

PURPOSE OF LEAVE: _____

DATES OF ABSENCE FROM SCHOOL: _____

❑NZQA Approved ❑NZQA Not Approved

_____

Principal's Nominee

❑ Spoken to Ms Leckie about the Plan

Subject	Teacher	Work Missed	Assessments Missed	Teacher Signature

Catch-up Work completed	Teacher Signature

❑ I have advised my Year Level Dean

❑ My absence record has been updated at the office prior to my departure

PARENT/CAREGIVER SIGNATURE: _____

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.
- 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.