



## IN-TERM LEAVE/VACATION REQUEST

The **School Education Act 1999** states that parents need to obtain permission from the Principal for their child/children to have extended leave of absence for any reason such as in-term holiday or vacation.

**PLEASE READ THE LETTER ON THE REVERSE SIDE OF THIS FORM** and then complete the relevant details before returning to Administration prior to your leave/vacation.

I wish to advise Spring Hill Primary School that my child/children will be on in-term leave/vacation as follows:

Family Name:	Given Name:	Year:
Family Name:	Given Name:	Year:
Family Name:	Given Name:	Year:
Family Name:	Given Name:	Year:
DURATION OF LEAVE		
Commencement Date: ____/____/____		Return to School Date: ____/____/____
REASON FOR IN-TERM LEAVE/VACATION		

## LEAVE/VACATIONS TAKEN DURING THE SCHOOL TERM ARE RECORDED AS AN UNAUTHORISED ABSENCE

### PARENT AUTHORISATION

I confirm that I have read, understand and agree to the vacation procedure regarding unauthorised vacation absences. I am aware requests for leave can only be granted in exceptional circumstances, and a vacation would not be considered exceptional.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### OFFICE USE ONLY

Administration signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# Spring Hill Primary School

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Dear Parent/Guardian

Thank you for notifying the school that you plan to take your child/children out of class for in-term leave/vacation.

Research undertaken by the Telethon Institute for Child Health Research, *Student Attendance and Educational Outcomes: **Every Day Counts***, has found a clear link between student absence and achievement in school. Each day a child is absent from school has a direct impact on their educational outcomes.

The Director General, Department of Education has highlighted student engagement and attendance as priorities in *Focus 2014 Directions for schools*. Establishing and maintaining a positive attendance career for all students ensures success in their future study and career pathways. When a student misses one school day per fortnight they will, by Year 9, have missed one entire year of school.

Consequently, a request for an in-term family holiday will not be approved and your child/children's absence will be recorded as an Unauthorised Vacation.

Yours sincerely

Steve Routledge  
**PRINCIPAL**