



# MARIST-SION COLLEGE

## NOTIFICATION OF EXTENDED STUDENT ABSENCE DURING TERM

TO BE SUBMITTED TO THE PRINCIPAL PRIOR TO DEPARTURE

Under Victorian Law, students are expected to attend the school in which they are enrolled, during normal school hours every day of each term, unless there is an approved exemption from school attendance for the student. Illness and some family situations e.g. bereavement are important enough to justify absence from school. Holidays during Term are strongly discouraged unless there are extraordinary circumstances.

VCE students are subject to regulations set by the VCAA regarding attendance for satisfactory completion of Units of Study. Families must take these requirements into account before considering a holiday during Term.

### STUDENT(S):

CHILD'S NAME/SURNAME	YEAR LEVEL	HOUSE	TUTOR GROUP
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STUDENT(S) ENROLLED IN AT LEAST ONE UNIT VCE SEQUENCE OR IN VCAL			

### I/WE NOTIFY THE COLLEGE THAT THE STUDENT(S) LISTED ABOVE WILL BE ABSENT FOR THE FOLLOWING PERIOD:

<b>DATE ABSENT</b> FROM <input type="text"/> TO (inclusive) <input type="text"/>	I acknowledge that extended absence from class will disadvantage my child(ren)'s learning at school.  I accept responsibility to help her/him/them learn the important learning taught during the absence.
<b>REASON FOR ABSENCE</b> (please tick one and provide details) <input type="checkbox"/> HOLIDAY <input type="checkbox"/> OTHER (please specify) <input type="text"/>	<b>PARENT/GUARDIAN/CARER NAME</b>  <b>PARENT/GUARDIAN/CARER SIGNATURE</b>
If the reason for the request is a holiday, please note why this is planned during Term:	<b>POSTAL ADDRESS</b>
If travelling interstate or overseas, please indicate destination:	<b>DATE</b>

### FOR OFFICE USE ONLY

ACKNOWLEDGED     INITIAL    NOT SUPPORTED, REASONS:   
  
 ABSENCE ENTERED BY:  INITIAL    / /    TEACHERS ADVISED BY:  INITIAL    / / /  
 PARENT/GUARDIAN ADVISED BY:  INITIAL    / / /