



# Western Grammar School

15 Cannery Road

Plumpton, NSW 2761

Ph: 02 9677 9229

Fax: 02 9675 4060

Web: westerngrammar.com.au

Mail: info@westerngrammar.com.au

## APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE

Student's Name \_\_\_\_\_ Class/Year \_\_\_\_\_

Student's Name \_\_\_\_\_ Class/Year \_\_\_\_\_

Student's Name \_\_\_\_\_ Class/Year \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

I wish to apply for my child to be absent from school between the following dates:

Leave Required From \_\_\_\_\_ To (Date Return to School) \_\_\_\_\_.

Reasons for Leave/absence from school: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am applying leaving for my child/ren named above to have authorised absence from school for the reasons stated.

However, I understand the following:

1. If the leave is not agreed then any absence will be treated as unauthorised and may lead to irregular school attendance.
2. In case of non-emergency reasons if the leave is agreed to, the school will not be responsible for any assessments or classwork missed. The child could receive a zero if an assessment is missed during the time of leave.(refer to schools Academic Policy)
3. In case of emergency reasons, the school will make necessary arrangements to support the child if an assessment is missed
4. Missing class work and home work during the leave, will have a negative impact on the child's academic development
5. Parents will have to make necessary arrangements to cover topics during the time of leave

Name of Parent/Carer making application \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Approval by Assistant Principal  
Mr Zulqarnan Malik

Approved by Principal  
Mr Irfan Afzal

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Office Use ONLY**

**No of Days**

\_\_\_\_\_