

**STUDENTS TAKING IN-TERM HOLIDAYS**

Attendance has been a major focus of the Department of Education for many years as all research shows that regular attendance is necessary to improve student learning.

**Please complete the following if you are going on a holiday for two or more days.**

Student Names:

Form:

---

---

---

---

---

---

Holiday Dates: From: \_\_\_\_\_

Return to School: \_\_\_\_\_

Reason:

---

---

I have been made aware that although the school has noted this leave request, as per Department of Education policy the Principal cannot approve holiday leave during term time. Absence due to holidays will be recorded as an Unauthorised Vacation.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal