

TERM TIME VACATION - LEAVE APPLICATION FORM
(which is not health related)

Dear Parents/Caregivers,

As stated in the School Education Act 1999, it is expected all students should attend school for each day that it is open for instruction unless unwell and/or physically incapable of attending. The Act also states parents need to obtain permission from the Principal for their child/children to have a leave of absence from school for an extended holiday or for any other reason other than health related.

TABLE SHOWING THE IMPACT OF MISSING SCHOOL			
Period of Absence	Rate of Attendance	Equivalent School Missed if Repeated Each Year	Level of Educational Risk
Average of 5 Days per term	90%	1 Year	Classified as regular attendance (but not ideal)
1 Day per Week	80%	2 Years	Indicated At Risk
2 Day per Week	60%	4 Years	Moderate Risk
3 Day per Week	40%	6 Years	Severe Risk
5 Weeks per term	50%	5 Years	Severe Risk

Please note:

- It is not the responsibility of staff members to provide any lesson materials for students taking an extended holiday/period of leave. We recommend students continue with their reading and keep a journal.
- Missed assessments and absence from the class teaching programme may have a detrimental effect on a child's academic progress and learning which may result in a lower-than-expected report grade.

Child/ren's name		Parent Name	
I wish to apply to take my child out of school for a term time vacation			
Date From:	Date To:	Duration	
Reason			
Signed		Date	

- I have attached any supporting documentation regarding the proposed absence.**
(eg letter from your sports club if the absence is for a sporting commitment).

Please complete, sign and submit this form either in person at the School Office or via email to yokine.ps@education.wa.edu.au.

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Office use

This request has been: Supported Not recommended.

Signed: _____ Date: _____

Principal Deputy Principal

A copy of this form with the Principal/Deputy response has been given to Parent/Caregiver.

Attendance % at time of request _____