

Dear Parent/Carer,

It is understood that no family intends to cause any disruption to their child's learning or school life when extra holidays are planned. The purpose of this letter is to provide some information for families so the school's position can be considered.

It is important that families consider the following issues when arranging holidays to be taken outside of the school holiday times.

- Students may miss out on important learning programmes that may affect future education. The school cannot accept responsibility for learning that is missed during extended leave taken.
- Teachers are not to be asked to set work while extended leave is taken for holiday purposes.
- If important assessments are missed, then some areas of your child's report may be left incomplete.
- Extended absences cause extra organisational concerns for in-class and co-curricular activities including sports days, assemblies, camps, Sacramental programmes and so forth. Your child's involvement in these activities cannot be guaranteed if essential preparation has not been undertaken or they are absent when activities are planned.
- Although every effort is made to set a school calendar of events in advance, due to exceptional circumstances, these dates may need to be changed during a school year.
- Students can find it difficult to learn school routines and develop social groups depending on when extended leave is taken.

Parents need to be aware of the "Attendance" requirements of the School Education Act 1999, in particular, Section 23. It is important that the Leave of Absence form be completed and returned to the school administration office.

Kind regards,

Toni Kalat
Principal



Mater Christi

Catholic Primary School

LEAVE OF ABSENCE

(In Term Extended Leave including Holidays and Hospitalisation – 3 or more days)

Child's name: _____ Class: _____

Address: _____

Destination: _____

Reason for Absenteeism: _____

Date of Departure: _____ Date of Return: _____
(from school) (to school)

Total number of school days absent: _____

Does your child attend Instrumental Music Lessons? _____
(Music Teacher)

PLEASE NOTE: Recommended homework whilst away from school -
Reading; Journal; Mental Maths

Are your School Fees up to date? Yes No

Signed: _____
(Parents)

Signed _____
(Principal)

Date: _____

Office use only:

Seqta ☐

File Copy ☐

Emailed Teacher ☐