



OFFICIAL

Broome North Primary School IN-TERM LEAVE – VACATION

Leave of absence will only be granted in exceptional circumstances.

Respect–Responsibility–Resilience

The School Education Act 1999 states that parents/caregivers need to obtain permission from the principal for their child/children to have extended leave of absence for any reason such as in-term holiday or vacation.

PLEASE READ THE LETTER ON THE REVERSE SIDE OF THIS FORM and then complete the details in the sections headed **student details**, and **parent authorisation** and return to Administration in advance.

I wish to notify Broome North Primary School that my child/children will be on in-term leave/vacation as follows:

STUDENT DETAILS			
Student Name 1:		Year level:	
Student Name 2:		Year level:	
Student Name 3:		Year level:	
Student Name 4:		Year level:	
Duration of leave			
Commencement Date:		Return to School Date:	
REASON FOR LEAVE / IN-TERM			
VACATIONS TAKEN DURING THE SCHOOL TERM ARE RECORDED AS AN UNAUTHORISED ABSENCE			
PARENT AUTHORISATION			
DECLARATION			
I confirm that I have read, understand, and agree to the vacation procedure regarding unauthorised vacation absences. I am aware requests for leave can only be granted in exceptional circumstances, and a vacation would not be considered exceptional			
Parent / Caregiver Signature:		Date:	
<i>If you are completing this form online and are unable to sign this form, please check this box to confirm the above information is true and correct.</i>			
OFFICE USE ONLY			
Administration Signature:		Date:	
Absentee Code:			