



# St Matthew's Collegiate School

## REQUEST FOR SPECIAL LEAVE

(At least two weeks notice required)

<b>Name:</b>		<b>Year Level / Class:</b>	
<b>Reason for Leave:</b>		<b>Day Girl / Boarder (please circle one)</b>	
		<b>Dates absent from School:</b>	
* Permission is granted on the understanding that work missed will be completed * Assessment details must be negotiated with the subject teacher * NCEA guidelines are to be adhered to * Assessments for Internal Standards may have to be forfeited			
<b>Parent:</b>			
<b>The section below must be completed by the teacher/girl – all subjects must be listed.</b>			
<b>SUBJECT:</b>	<b>Academic Work/Assessment</b>	<b>Teacher Initials</b>	<b>Date</b>
English			
Health			
Maths			
P.E.			
R.E.			
Science			
Social Studies			
<b>Whanau Teacher: (Years 7-11)</b>		<b>Sports Co-ordinator:</b>	
<b>Dean: (Years 7-13)</b>		<b>Catering:</b>	

**YOU ARE REQUIRED TO COMPLETE THIS FORM ONLY IF YOU ARE AWAY FROM SCHOOL FOR PERSONAL OR FAMILY REASONS. PLEASE GET FORM COMPLETED BY SUBJECT TEACHERS AT THE END OF A PERIOD**

### PROCEDURE

1. Collect form from Main Office.
2. Take home for parent's signature.
3. Parent to attach letter regarding leave requested.
4. Form completed i.e. subject teachers/sports co-ordinator.
5. Years 7 – 11 form signed by Whanau Teacher/ Years 7 – 13 form signed by Dean.
6. Return to Main Office
7. Approval of Principal (signature on reverse of this form) required after communication from Parent, Form Teacher (Years 7-10), Dean (Years 11-13) and Sports Co-ordinator

PTO ⇒

Dear Parent/Caregiver

School boards of trustees are legally required to take all reasonable steps to ensure enrolled students attend school every day, unless there is a justifiable reason for their absence.

If your child is to be absent from school, you need to ask us to approve the absence, which we will do if there is good reason.<sup>1</sup>

Please do not ask for leave for a family holiday in term time if you can avoid this.<sup>2</sup>

If you do have to ask for permission to take your child out of school for a holiday, or for a reason that is outside the attendance requirements:

- Try not to ask for leave of absence when your child is preparing for or taking examinations and important tests (your child's subject teacher can give you advice about this).
- Give us at least two weeks notice that your child will be absent from school.

Schools do not have to give approval for a child to be absent for a holiday, although we have the power to do so.

We will consider every request for leave or holiday individually. The most important consideration is the effect an absence would have on your child's education. If your trip is a long one, a teacher may set work for your child to do while away.

If we do agree to a holiday in term time, it is very important that your child comes back to school promptly. Under MOE guidelines, continued unjustified absence may mean removal of your child from the school roll.

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided whilst they are absent, they are also less prepared for the learning that occurs after their return. There is a consequent risk of under-achievement, which we must seek to avoid.

*Please note – lunch credits will not be given if your daughters Special Leave form is not received in time to cancel the lunch order.*

**Kiri Gill**  
**Principal**

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OFFICE USE:

Leave:                      Justified (<sup>1</sup>J see below)    Explained (<sup>2</sup>E see below)

**Principal** \_\_\_\_\_ **Date** \_\_\_\_\_

Reason:

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<sup>1</sup> (J) Justified absence – reason for absence within the school policy.

- Unplanned absences such as a bus breakdown, accident, road closure, extreme weather conditions etc
- Planned non attendance such as national/local representation in a sporting or cultural event in New Zealand or overseas.
- Approved absence (including overseas) can also include bereavement, visiting an ill relative, exceptional family circumstances or a Section 27

<sup>2</sup> (E) Student is absent with an explained but unjustified reason. The explanation for the absence is accepted by the school, but the reason for the absence does not fit within the school's policy as a justifiable reason to take the student off school. (Even though parents may consider the absence was justified and may have provided a written explanation.) E.g. 'Molly has to stay home to look after her younger brother', or 'we went for a two week family holiday in the South Island'. This includes overseas absence not approved by the Principal. (A parent's note does not provide justification).