



PARENT NOTIFICATION OF EXTENDED STUDENT ABSENCE IN TERM

Dear Principal

I would like to inform you of the following absence details for my child/ren: -

Student Name: Room:

Student Name: Room:

Student Name: Room:

Absence date: From - To -

Reason -

Thank you for notifying the school that you plan to take your child/ren out of school for an in-term family vacation.

In accordance with Department of Education Student Attendance policies, it is my role to advise you that this absence will be recorded as an Unauthorised Vacation. If you believe you have exceptional circumstances, please indicate by ticking the box below to arrange an appointment. Our department and school value student attendance as a priority due to the impact that it has been proven to have on student achievement.

In completing this form, you are confirming you have been advised this absence may be recorded as an unauthorised vacation.

Appointment Required

Parent/Carer(s) Name:

Signed:

Date:

School use

The Principal acknowledges this notification and authorises this absence in this category -
for the above student -

Signed:

Date:

Attendance Code
V – vacation
K – Unauthorised
vacation