تقوى

TAQWA SCHOOL

LEARN EXCEL LEAD

EXTENDED LEAVE APPLICATION

Student absence during school term | Parent/carer application | Principal decision required

BEFORE YOU APPLY For planned leave exceeding one school week, submit to the Front Office preferably two weeks before departure, where practicable. Submitting this form does not mean leave has been approved.

A STUDENT AND PARENT/CARER DETAILS

Student full name (as recorded by school) _____

Year level / class _____

Homeroom teacher (if known) _____

Parent/carer full name _____

Relationship to student _____

Parent/carer contact number _____

Parent/carer email address _____

Date of application _____

B PROPOSED LEAVE PERIOD

First school day of absence (DD/MM/YYYY) _____

Last school day of absence (DD/MM/YYYY) _____

Expected return to school (DD/MM/YYYY) _____

Total school days requested (exclude holidays) _____

C REASON FOR REQUESTED LEAVE

☐ Family travel / holiday ☐ Religious or cultural observance

☐ Family / compassionate circumstances ☐ Medical / health ☐ Other

Explain the circumstances and, where relevant, why the leave is needed during school term:

_____

_____

_____

☐ Supporting documents attached ☐ Documents to follow ☐ Not applicable

D CONTACT ARRANGEMENTS DURING ABSENCE

Parent/carer email during leave (if different) _____

Contact telephone / mobile during leave _____

Please notify Front Office promptly if these details, your leave dates or the expected return date change.

11 Yidaki Wy, Moncrieff ACT 2914
ABN 49 407 526 656
+61 2 6181 6870

www.taqwaschool.act.edu.au
info@taqwaschool.act.edu.au

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EXTENDED LEAVE APPLICATION

Parent declaration | Educational continuity | School determination

Student full name (repeat for page identification) _____ Year level / class _____

E LEARNING ARRANGEMENTS DURING LEAVE

Where reasonably practicable, the student may be supported through school-approved learning activities.

☐ Google Classroom ☐ Seesaw ☐ Email to parent ☐ Other / to be agreed

☐ Reliable device / internet access ☐ Limited access ☐ No access

Any learning access barriers or circumstances the school should consider (provide only necessary details):

_____

_____

F PARENT/CARER DECLARATION AND ACKNOWLEDGEMENT

☐ I understand that this request is subject to the Principal's decision and regular attendance remains important.

☐ I understand that approved leave is still recorded as absence.

☐ I will support reasonable learning activities and notify teachers if participation is not possible.

☐ I will notify Taqwa of changed plans and ensure my child returns on the agreed date.

☐ I confirm that the information and supporting documents supplied are accurate.

Signature of parent/carer _____ Date signed _____

G SCHOOL USE ONLY – PRINCIPAL DETERMINATION

Date application received / received by _____ Date referred to Principal _____

☐ Approved ☐ Not approved ☐ Further information required

Conditions / reasons / educational considerations (as applicable):

_____

_____

Principal name and signature _____ Date of decision _____

H OFFICE PROCESSING AND RECORDS

☐ Parent notified ☐ SEQTA updated ☐ Pastoral notice issued

☐ Class/Subject Teachers and Homeroom Teacher informed ☐ Registrar census review flagged if relevant

☐ Learning arrangements confirmed ☐ Return-date follow-up diarised ☐ Evidence filed

Office reference / SEQTA case ID: _____ Processed by: _____

Privacy: The School uses this information to assess leave, manage attendance, support learning and welfare, and meet reporting duties. It is handled in accordance with the School Privacy Policy.

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