



## Liston College - Leave of Absence from School Request

### Additional Information for Parents:

Parents should not plan for their son to be absent from school.

Requests for a planned leave of absence under exceptional circumstances should be made at least four weeks in advance of the start date of the requested absence, by completing the Leave of Absence Request Form. The Principal cannot retrospectively authorise a planned absence.

The following will not be deemed to be exceptional circumstances:

- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation
- Overlap with the beginning or the end of a term or a half term

In deciding whether to allow parents/caregivers to take their son(s) out of school in term time, the Principal will consider factors such as:

- Purpose of absence
- Circumstances of the request
- Amount of time requested
- Nearness of assessments
- Overall attendance record
- Any previous term time holiday absences

Taking holidays in term time will affect your son's learning as much as any other absence and we expect parents to understand this importance and support us by not taking their son(s) away in school time.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, then please contact the school to discuss this.

# Liston College - Leave of Absence from School Request Form

Please read the 'Additional Information for Parents' page above before completing this form. Please give a detailed reason for your request for absence from school, along with any supporting documentation.

This form is to be completed at least four weeks in advance of leave requested and emailed to the Principal: [principal.pa@liston.school.nz](mailto:principal.pa@liston.school.nz)

Students Name:		Year / Form:	
Parent/Caregiver Name:			
Parent/Caregiver Email Address:			
Parent/Caregiver Contact #:			
I request permission for my son to be absent from school:			
From (Date):		To (Date):	
		Total # of School Days Absent:	
Detailed Reason for Leave:			
Parent/Caregiver Name:			
Parent/Caregiver Signature:			
Date:			

Principal's Decision:	
Date:	
Comments:	