

**Leave Pass Policy**

A record of leave passes issued must be maintained. Leave should also be noted on the attendance register (roll). Students must not be provided with blank passes.

Unused passes must be stored securely.

Students participating in regular, timetabled school activities (eg school sport) that necessitate them leaving school premises do not require the use of a leave pass.

These students should be provided with documentation describing the purpose and duration of these activities such as a timetable on school letterhead or bearing the school stamp.

Students accompanied by school staff do not require a leave pass.

**Follow-up**

If police or Community Services notify the school that a student has been identified as being out of school without a valid leave pass, the school should investigate the matter. If truancy is confirmed, the student's parents or carers must be informed.

**Off-Campus Pass Procedure**

When a student needs to leave school.....

1. Parents write a note to the teacher stating time of appointment and pick up time.
2. Class Teacher sends note to office so Principal may decide whether a Leave Pass will be granted.
3. Principal writes out a Leave Pass and gives it to the office secretary.
4. Parent or Guardian reports to the office.
5. Parent obtains pass and shows it to classroom teacher to receive permission to leave classroom. Student may go to his/her locker before leaving school.
6. Child is escorted from school by parent/care giver.

**When absence from school will be authorised:**

- Genuine illness
- Unavoidable medical / dental appointments (but try to make these after school if at all possible)
- Days of religious observance
- Exceptional circumstances, such as bereavement
- Seeing a parent who is on leave from the armed forces
- External examinations
- When the parent's job dictates

**When absence from school will not be authorised:**

- For any type of shopping
- Looking after brothers, sisters or unwell parents
- Minding the house
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives

**St Philomena's Primary School**  
**Extended Leave Pass**



**NOTES TO PARENTS/CARERS**

The law does not grant parents an automatic right to take their child out of school during term time. Permission must be sought in advance and must be approved by the Principal. Schools will only consider requests from that parent or care giver.

When deciding whether to allow term time leave, for any reason, the school will consider:-

- The time and duration of the leave
- Your child's record of attendance
- Learning that will be missed

**WARNING:** If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence** and this may make you liable to a \$1500 fine.

**To the Principal**

I wish to apply for:

NAME[S] OF CHILD[REN]

\_\_\_\_\_ CLASS \_\_\_\_\_  
\_\_\_\_\_ CLASS \_\_\_\_\_  
\_\_\_\_\_ CLASS \_\_\_\_\_

to be authorised as being absent from school from \_\_\_\_\_ to \_\_\_\_\_  
inclusive

**REASON FOR REQUEST FOR ABSENCE DURING TERM TIME:**

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

☐ **AUTHORISED** The School/College agrees to your child being absent from school on the specified dates. **Absence dates** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ **UNAUTHORISED** The School/College does not authorise your request for leave in term time for the following reason:

SIGNED \_\_\_\_\_ Date \_\_\_\_\_  
Principal

**Please read carefully the information below**

**WARNING:** If you take your child on holiday in term time without the prior approval of the school, you may be liable for a \$1500 Penalty per parent per child.

As a parent/carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays.

**The Facts**

We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term-time leave for their child.

However, it is important that parents carefully consider the implications of taking their child out of school during term time.

Research suggests that children who are taken out of school may never catch up on the course work they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.

Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.

**What you should consider**

There are times during a school year when a child may experience particular problems because of term-time leave such as:-

- Closeness to exams or tests. [Standard Attainment Tests in year two, six and nine.]
- During NAPLAN, and other examinations
- During the first year at a new school.
- At the beginning of a new school term.

If the school refuses a request for term-time leave and the child is still taken out of school, this will be recorded as **unauthorised absence** and you may

receive a \$1500 fine per parent for each child.

**When absence from school will be authorised:**

- Genuine illness
- Unavoidable medical / dental appointments (but try to make these after school if at all possible)
- Days of religious observance
- Exceptional circumstances, such as bereavement
- Seeing a parent who is on leave from the armed forces
- External examinations
- When the parent's job dictates

**The Law**

The law does not say that parents have an automatic right to take their child out of school for holidays during term-time.

However, in exceptional circumstances school may authorise, in advance, requests for periods of leave of no more than ten days in total in any year.

The request for leave must come from a parent with whom the child normally resides, and must be for the legitimate purpose.

If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.

If the child is away from school for a total of three weeks or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as illness.

In these circumstances it is up to the parent to inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school.

Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not special reasons.

**When absence from school will not be authorised:**

For any type of shopping

- Looking after brothers, sisters or unwell parents
- Minding the house
- Birthdays
- Resting after a late night

Relatives visiting or visiting relatives

