



DEPARTMENT OF EDUCATION AND TRAINING
BELLINGHEN HIGH SCHOOL

ABSENCE EXPLANATION/LEAVE APPLICATION

Student's Name: _____ Year: _____ Roll : _____

Absence - My child was absent on :

Leave - My child will need to leave at :

_____ on _____
because of [please specify a reason] :

_____ on _____
and will / will not return because of [reason]:

eg. **Illness**

flu / cold / fever
stomach ache
headache / migraine
injury

eg. **Family Commitments**

funeral
arrival/departure immediate relative
unavoidable serious family situation
transport difficulties

eg. **Appointment**

medical/dental
optometry
physiotherapy
specialist

Parent /Carer Name : _____ Signed : _____ Date : _____

Regulation: Illness, family commitments and legitimate appointments are lawful reasons for leave. [Education Act - 1990]

Note: It is unlawful for parents to allow students to stay home other than for the above reasons. Sport is compulsory.

Important: Notification must be provided within 7 school days of a student's first day of absence or it will be recorded as unjustified.