# Gilroy Catholic College

## Extended Absence Request Form

The attendance at school is vital. Missing school for more than 2 days places extra pressure on students as well as teachers. Instructions, experiences and explanations that are missed cannot be recreated. Students will need to liaise with their teachers to catch up on any work they miss.

As staff we understand that there are times when absences cannot be helped e.g. cases of a death of a relative or another type of family emergency, or extended illness.

Family holidays that are taken outside of school holidays will need to be approved by the Principal.

**The new Government form "Exemption from Attendance" is attached and needs to be completed and returned to Student Services with this form.**

**The following information will need to be completed at least 2 weeks prior to the absence and handed in to Student Services:**

Student's Name: _____ DOB: _____ Year Group: _____ Homeroom: _____

Mailing Address: _____

Email Address: _____

Absence Dates From: _____ To: _____

Reason for Absence: _____

Are there any Assessments due during the absence? □ Yes □ No If 'Yes' please indicate in the box below

Are there any Exams during the absence? □ Yes □ No If 'Yes' please indicate in the box below

***PLEASE NOTE PLANNED HOLIDAYS ARE NOT GROUNDS FOR MISADVENTURE AND MAY RESULT IN A MARK OF ZERO***

It is the student's responsibility to liaise with teachers for any work/assessments that they may miss.

All students who apply for leave for longer than 2 days will also need notify their Subject Teachers (please list below and get your teachers to complete)

| Subject | Details of work/exams during this period | Teacher | Teacher's Signature |
|---|---|---|---|
| ***Eg English*** | ***Task 2: Missed exam 24/3/22*** | ***D. Horan*** | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Year Leader of Learning Signature: _____

I/We understand and agree, as parents/carers, with the requirements of the College for extended absences or leave and request that my child/children be considered. I hereby apply for a Certificate of Exemption from Attendance at School under the Education Act 1990.

Parent's/Carer's Signature: _____ Date: _____

Parent's/Carer's Signature: _____ Date: _____

□ Approved □ Not Approved _____ Mr Declan Horan - Leader of Teaching and Learning

**A WRITTEN LETTER FROM PARENT/GUARDIAN MUST BE ATTACHED TO THIS FORM ADDRESSED TO THE PRINCIPAL**