



# Sacred Heart Girls' College

## Manawa Tapu

### Planned Absence Form

Please use this form if you plan to be absent from school for a non-school event. This could include such absences as; holidays, regional sports fixtures, weddings etc.

Student Name: \_\_\_\_\_ Year Level: \_\_\_\_\_ Vertical Form: \_\_\_\_\_

Dates that you will be absent: \_\_\_\_\_

Brief reason for absence: \_\_\_\_\_

**It is the student's responsibility to inform each of her teachers of the planned absence and subsequently catch up on any work that is missed. Senior students need to be aware that the leave may not be approved. This means that assessments scheduled during the time of the absence may not be offered. This form should be submitted well in advance of the leave taking place.**

Do you wish to apply for approved leave? **Yes**      **No**

Have you attached a signed note from your parent/caregiver? **Yes**      **No**

| Subject | Teacher | Work to catch up with: | Assessments due: |
|---------|---------|------------------------|------------------|
|         |         |                        |                  |
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|         |         |                        |                  |

**Signatures: (all required before the application can be processed)**

|  |  |                            |  |
|--|--|----------------------------|--|
| Student:                                 |  | Vertical Form teacher:     |  |
| Parent or Caregiver:                     |  | Dean or Senior Management: |  |
| Boarding Hostel Manager (if applicable): |  |                            |  |

**Please place this form in the locked box at the office for processing.  
Approved Leave will be confirmed by a letter sent to your home address.**

**For office use only:**

KAMAR      Approved leave:      Granted      Not granted      Letter sent