



## Student Leave Application Request for Extended/Emergency Situations

Parents wishing to take their son/s out of school for any non-school related reason must apply in writing to the Headmaster. If the student is a boarder, the Deputy Headmaster, Boarding must also be informed. The request form must be signed and dated by the student's parent or guardian.

### Extended Leave Application (applies to three or more days)

For planned events such as family occasions, non-school sports or cultural trips and holidays, the **'Extended Leave Application'** request form (overleaf) must be received by the College a month prior to the requested dates.

### Emergency Leave Application

For emergency matters such as family bereavement or medical circumstances, the **'Emergency Leave Application'** request form (overleaf) must be received by the College as soon as practical.

At the end of each term, we are inundated with students who want to leave the College early for the holidays, or other non-essential matters. This has a huge impact on the boys' learning, the teacher's preparation for the class, their involvement in co-curricular activities and is very disruptive to other students. Furthermore, students who miss NCEA Internal Assessments may be disadvantaged. As NCEA internal assessment dates are subject to change, the student must discuss the proposed leave with their teachers at least two weeks prior. Holidays may also disrupt their learning toward external examinations.

**Mrs Liz Cable**  
Headmaster's Executive Assistant



## Extended/Emergency Leave Application Form

☐ EXTENDED LEAVE REQUEST (applies to three or more days)

☐ EMERGENCY LEAVE REQUEST

**For Extended Leave, this form must be received by the College a month prior to the requested dates.**

Student's Name: ..... Homeroom: .....

☐ Boarder ☐ Day Boy

Leave Application Date/s: .....

Requested Number of School Days Absent: .....

Reason for Leave Application: .....

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Parent/Guardian Name: .....

Parent/Guardian Signature: .....

Email Address: .....

Phone No: .....

### Internal Use Only

Permission: ☐ Approved - justified leave ☐ Declined - unjustified leave

Name: ..... Date: .....

Signature: .....