



Notification of Extended Absence / Overseas Travel

To the Principal and Board of Trustees,

Please accept this letter as formal notification that my child will be absent from school for an extended period. I understand that this absence occurs during term-time and have provided the necessary details below:

Student & Absence Details

- Student Name: _____ Room: _____
- Reason for Absence _____
- Last Day of School: _____ Date of Return: _____

Important Information

Please read and initial each point to acknowledge you understand the school's procedures regarding extended voluntary absences:

- **Enrolment Status:** I understand that if my child does not return on the recorded date and the total period of consecutive absence reaches more than 20 school days, they will be automatically withdrawn from the school roll in accordance with Ministry guidelines. Re-enrolment will be required upon return, [____]
- **Absence Classification:** I acknowledge that this absence will be recorded in the official attendance register as an Unjustified Absence. [____]
- **School Work:** I understand that the school does not provide additional work, distance learning packs, or remote tutoring for students who are voluntarily taken out of school during term time. [____]
- **Academic Impact:** I acknowledge that extended absences can significantly disrupt a child's academic progress and create gaps in their foundational learning. [____]
- **Other Impact:** I am aware that consistent attendance is a key criterion used by the school when selecting students for leadership roles, specialised learning support, and end-of-year awards or prizes. [____]

Parent/Guardian Acknowledgment

By signing below, I confirm that I have read the above conditions and accept full responsibility for the impact this absence may have on my child's educational outcomes and school standing.

Parent/Guardian Name: _____

Signature: _____ Date: _____

Office Use Only:

- Date Received: _____
- Principal Acknowledgment: _____
- Attendance Code Updated: _____