



**MACQUARIE**  
ANGELICAN GRAMMAR SCHOOL

# Extended Leave Notification Form

Student Absence Notification (More than 3 Consecutive School Days)

## Student Details

- Student Full Name: \_\_\_\_\_
- Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Year / Grade: \_\_\_\_\_
- Class / Tutor Group: \_\_\_\_\_

## Parent / Carer Details

- Parent/Carer Name: \_\_\_\_\_
- Contact Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

## Details of Extended Leave

- First Day of Absence: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Last Day of Absence: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Date Returning to School: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Total Number of School Days Absent: \_\_\_\_\_

## Reason for Absence

(Please tick and provide further details where required)

- Family Holiday
- Harvest / Family Work Commitments
- Medical (e.g. planned surgery or treatment)
- Cultural / Religious Reasons
- Other (please specify): \_\_\_\_\_

## Further Details:

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## Supporting Documentation (if applicable)

- Medical certificate
- Travel itinerary
- Specialist/official documentation
- Other: \_\_\_\_\_

## Important Information

- Submission of this form is required for absences of more than three consecutive school days.
- This form **does not constitute an attendance exemption**.
- Unless the absence meets strict criteria under the Education Act 1990 and ISNSW guidelines, it will be recorded as **leave, not an exemption**.
- Approval of leave does not imply exemption from attendance requirements.

## Parent / Carer Declaration

I acknowledge that:

- The information provided is accurate and complete.
- I understand this is a **notification of leave**, not an automatic exemption.

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Please email the completed form to [amanda.powell@mags.nsw.edu.au](mailto:amanda.powell@mags.nsw.edu.au)*

## School Use Only

- **Form Received Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- **Processed By:** \_\_\_\_\_

**Attendance Recorded As:**

- Leave
- Exemption (if applicable and approved separately)