



Sacred Heart College
AUCKLAND

STUDENT LEAVE APPLICATION REQUESTS 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 Directors of Pastoral Care. If the student is a boarder, the Dean of Boarding must also be informed. The request form is attached and must be signed and dated by the student's parent or guardian. Request forms are available on the College website or from the Administration Office.

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 (attached) 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 (attached) must be received by the College as soon as practical.

At the end of each term, we were inundated with students who wanted to leave the College early for the holidays, or for 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.

We would like to draw to the attention of all parents the procedure for Extensions and Late Submissions and Absence from Assessment, which are covered in Clause 7 of our National Qualifications Policy and Procedures. These procedures are found in the Student Diary.

Br Gerard Mahony and Mrs Tracy Purcell
Directors of Pastoral Care



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:

Reason for Leave Application:

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Parent/Guardian Name:

Parent/Guardian Signature:

Email Address:.....

Phone No:

Internal Use Only

Permission: **Granted**

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Denied

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Date:

Name:

Signature: