



# PINNACLE COLLEGE

## STUDENT LEAVE APPLICATION FORM

Students can book or reverse all forms of leave by completing this form.

**1. Student Name:** \_\_\_\_\_ **Year Level:** \_\_\_\_\_

**2.Booking Details:** **Booking:** ☐ **Reversal:** ☐

*Please note that a students' maximum absence within a school year should not exceed 40 school days in total. Otherwise s/he will be regarded as a new student and will have to sit the Entrance Exam in order to continue his/her schooling at the College. Parents are strongly advised to minimize the length of long term absences, as it may affect the child's schooling. Therefore, overseas holidays should be planned according to school holidays.*

### Leave Type:

☐ Visiting Family / Friends ☐ Holiday ☐ Bereavement Leave ☐ Illness / Injury  
(A medical certificate or statutory declaration must be attached)

☐ Other (please specify): \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Duration:** \_\_\_\_\_  
(number of school days that will be missed)

**Reasons / Comments:** \_\_\_\_\_

Do you want your child to be provided with homework during the long term absence? ☐ Yes ☐ No

If YES, please indicate the subjects you want homework for: \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ **Parent Number:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### 3. Coordinator:

**Name:** \_\_\_\_\_ ☐ Recommended ☐ Not Recommended

**Reason for non-recommendation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### 4. Authorisation from Principal:

**Name:** \_\_\_\_\_ ☐ Approved ☐ Not approved

**Conditions for Approval / Reason for Disapproval (if applicable):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Please note: Class Teacher must provide a copy to the parent upon obtaining approval, along with homework (if required). The original copy must be placed in the class roll, where the child is marked accordingly i.e. 'overseas'.*