



## **APPLICATION FOR STUDENT LEAVE** (to be completed by student's parents)

### **Student Details**

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Year: \_\_\_\_\_

### **Parent Details**

Name(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**Period of leave applied for:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Number of school days:** \_\_\_\_

**Note: If proposed period of leave exceeds 99 school days, special approval must be sought well in advance from the Principal.**

### **Reason for application for leave:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent signature: \_\_\_\_\_

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

\_\_\_\_\_

### **School Approval**

Supported by Tutor: \_\_\_\_\_

Supported by Dean of Students: \_\_\_\_\_

Supported by Head of Snowsports (if applicable): \_\_\_\_\_

Supported by Director of Curriculum & Operations/Director of Junior School:

\_\_\_\_\_

Approved by Principal: \_\_\_\_\_

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

Office use only:

Senior School notified (if applicable)

Junior School notified (if applicable)

Boarding House notified (if applicable)