

STUDENT ON LONG/ OVERSEAS LEAVE

Note: One Form per Family

SECTION A: Parents/Guardians to Complete

Full Name of Student/s	Class

Parent/Guardian Daytime Phone Number:

Residential Address:

Last Day of Attendance at School:

Date Returning to School:

Number of School Days Absent (School Use Only):

Reason for Long Leave:

I understand and accept;

Please tick the box

- ☐ Davis Creek Primary School encourages families to arrange long-term or overseas travel during school holiday periods wherever possible.
- ☐ Davis Creek Primary School discourages leave during school terms, as extended absences can have a significant impact on a student's learning and educational progress.
- ☐ Parents/Guardian are required to provide the school with a minimum of two weeks' notice prior to the intended leave.
- ☐ Travel arrangements should not be finalised until leave has been considered and approved by the principal.
- ☐ Homework or learning tasks will not be provided for the duration of the approved leave.

Parent/Guardian Name:

Signature:

Date:

OFFICE USE ONLY

SECTION B: Attendance Officer to Complete

Previous Leave Taken:

Name of Student/s	2026	2025	2024	Date Informed

SECTION C: Action Taken by the School

	Unapproved Family Holiday
	Chronic
	No meeting required
	Meeting Required - ☐ before departure / ☐ on return
	Approved – Compassionate

SECTION D: Principal Meeting

Date of Meeting	Parent/Guardian Name 1	Parent/Guardian Name 2

Principal Comments:

Entered on Compass	Entered on Spreadsheet:	
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Date entered Compass: ____ / ____ / ____ | By:

Updated: 05/06/2026

