



## SENIOR LEAVE APPLICATION

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

Submission Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Term: \_\_\_\_\_

**Senior students are permitted to apply for a variation to their attendance pattern, i.e. permission to arrive late or leave early on days where Study Periods fall at the beginning or end of the school day or to accommodate TAFE class schedules.**

**The following conditions apply:**

- Leave is not automatic – students must apply for leave using this form.
- Timetable changes require students to submit an updated form each term.
- Parents/carers must sign the form to indicate their approval of the leave application.
- Students must attend roll call on days with classes scheduled for period 1
- Students granted leave will be required to use their I.D. card to swipe in/out at the SAO office upon arrival or before leaving the school grounds.
- For Work Health and Safety reasons students must swipe in upon arrival and swipe out before leaving
- Study periods should be spent either in the Library or Cafeteria.
- No leave will be granted for
  - Monday mornings (Assembly)
  - Study periods that fall between scheduled classes including lunchtimes (no lunch passes)

**Students failing to comply with these requirements may have their leave privileges revoked. (Please refer to the Senior Learning Policy for details regarding access to the Senior Leave Provisions)**

**Senior students applying for a variation to attendance are required to nominate the periods where late arrival and/or early leave is required. S = Study Period, T = TAFE**

**Once approved, this data will be entered in the attendance system to register late arrival/early leave.**

P D	MON A	TUES A	WED A	THUR A	FRI A	MON B	TUES B	WED B	THUR B	FRI B
1	N.A.					N.A.				
2										
3										
4										
5										
6										

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### APPLICATION PROCESSED BY

Deputy Principal \_\_\_\_\_

Year Adviser \_\_\_\_\_

SAO \_\_\_\_\_

Deputy Principal Approval \_\_\_\_\_

**Tamworth High School is an inclusive centre of innovation, creativity and excellence.**

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