



St Francis Xavier's College

Notification regarding Request for Leave

Student Details

Surname:	First Name:
Date of Birth:	Year Group:
Tutor Group:	House Coordinator:

Leave is applied for in the following nominated category:

- Family / Domestic Circumstances / Personal
- Sick
- Other _____

Date of Leave from: _____ to _____ Number of school days: _____

Please note that this leave will be counted as an explained absence and will appear as such on the student's report.

Please note that estimates for assessment tasks are only given in exceptional circumstances for scheduled tasks. Students who have **hand-in tasks** scheduled during leave (other than illness) will be required to hand in the task **prior to the commencement of leave**. If **in-class tasks** are scheduled during leave, the student must complete an **Assessment Variation Form** (known as a Green Form & available from Student Services) and present it to the Dean of Studies or relevant Studies Coordinator **two weeks** before the scheduled leave – otherwise zero may be awarded for the task. Parents/ Guardians and students are strongly advised to read the Assessment Handbook regarding rules and procedures. Students should not assume they will be given an extension for the task. It is the student's responsibility to speak to his/her teachers regarding missed work.

Comment – Dean of Studies / Dean of Students

Br. Robert Sutton
College Principal

Date: _____