

# Absence Learning Form-Holidays



Dear Subject Teachers,

\_\_\_\_\_ will be on holidays from \_\_\_\_\_ until \_\_\_\_\_.

Please fill out the information below and sign. If the student **does not complete** work missed due to the absence please notify the relevant Team Leader.

Subjects	Work set during absence	Teacher signature

- Only students in Year 10 or in Year 11 can have holidays during school time, (see Year 10 and VCE handbook)
- The school should be notified of an absence due to holidays at least one month in advance
- The student will need to organise the above learning plan so the educational impact is minimised
- The student must give the ALF-holidays to the TL three days before the holiday to sign
- If all the above conditions have not been met school approved absence may not be granted

\_\_\_\_\_  
**Parent signature**

\_\_\_\_\_  
**Team Leader signature**