



# Glen Eden Intermediate School

## Request for Student Leave During Term Time

- Under sections 25 and 31 of The Education Act 1989, every school Board must take all reasonable steps to make sure students attend school when it is open. Schools (boards, principals, and individual teachers), along with parents and guardians, are responsible for making sure students attend school regularly.
- According to the Ministry of Education guidelines, student leave/absence can be **justified** or **unjustified**.
- **Justified leave** may be for medical reasons, national/local representation in a sporting or cultural event in New Zealand or overseas, or other reasons such as bereavement/tangi or exceptional family circumstances.
  - **Unjustified leave** includes holidays in term time or other absences that are explained but are not allowed under the Ministry of Education guidelines. If the leave request extends a school-term holiday, it is generally unjustified.
- Please submit the completed form to the Principal no less than one week prior to the start date, unless under urgent circumstances, e.g., bereavement/tangi.
- Applications for planned absences (leave) will be considered individually.
- ☒ Please give supporting information in the space provided below, or in a covering letter, in order to clarify the leave correctly according to Ministry of Education requirements, e.g., any letters from regional or national sporting or cultural organisations.

### Student Leave Details

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

I request permission to take my child/children out of school during term time.

| Field                             | Information |
|-----------------------------------|-------------|
| Name of student                   |             |
| Room                              |             |
| Destination                       |             |
| Last day and date of school       |             |
| Returning day and date to school  |             |
| Number of days absent from school |             |

Reason why this leave needs to take place during term time:

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

*This form must be signed and the original given or emailed to the Principal via the school office: [office@gleneden.school.nz](mailto:office@gleneden.school.nz)*

Approved: \_\_\_\_\_

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

Principal