



Please complete both of these forms if your child will be absent from school on a family holiday.

The Principal or Assistant Principal may authorise leave if notified two weeks prior to departure. Classroom teachers will organise a *Student Absence Learning Plan* for your child to work on during the absence.

Please return this form to the office.

Family Holiday/Travel Notification

**Student
Name:**

Class:

Date:

Details:

First date of absence _____ Last Date of absence _____

Destination _____

Reason for travelling during school time:

Signature: _____

Banyule Primary School, Banyule Rd, Rosanna, 3084 Phone: 03 9459 0732 Fax: 03 9458 2481 email: banyule.ps@edumail.vic.gov.au

Please return this form to the classroom teacher.

Family Holiday/Travel Notification

**Student
Name:**

Class:

Date:

Details:

First date of absence _____ Last Date of absence _____

Destination _____

Signature: _____

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