



To:
RE: Attendance and vacation request

Dear _____,

Thank you for your letter received _____ requesting your child have approved vacation leave for the period shown:

Vacation Period	
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Below is a record of your child's attendance rate to date, (please note this does not include lateness):

Child's name	Year level and Room Number	Attendance rate to date, (authorized and unauthorized)

Continuity in your child's education is critical, with this in mind your school board has endorsed an agreement for the principal to consider when approving or otherwise vacation leave for students Pre-Primary to Year 1, (compulsory years of education).

As stated in the school newsletter August 12 2014 the conditions outlined on the rear of this letter are endorsed by our School Board when considering vacation leave to be approved. Below indicates your approval. If the approval is declined and your child continues to attend the vacation it will be entered as an unauthorized absence. You are welcome to discuss this outcome if you would like to make an appointment through the office.

- Vacation Leave approved
- Vacation Leave partially approved, days to be recorded as unauthorized _____
- Vacation leave not approved, reason why:

Regards,

Matt Jarman
Principal Yanchep Beach Primary School
August 2014



Attendance and vacations during school terms 2014

Thank you to parents/carers who have written explaining their families vacation leave requests and seeking school approval.

Sometimes life opportunities arise that are highly valuable. These vacation leave conditions respect this but do not support regular vacation leave during the year which may create unbridgeable learning gaps.

If approval is received it will be on the following conditions, these conditions have the support of our school board:

- A vacation is longer than 5 days but less than 10, (if a student is away longer than 10 days with their family on vacation these additional days are entered as unauthorised absence);
- The student must have a 92.5% or better current attendance rate, (which takes into account explained absences through illness etc). 92.5% is the 2013 WA Public School average. If a student has been ill and so on the absence is entered as an explained absence;
- The family circumstances must be explained in writing as soon as possible to the principal who will reply in writing stating:
 - What the child's attendance rate has been to date in that school year;
 - If there are other concerns, such as ongoing lateness;
 - Whether or not based upon the conditions agreed the vacation is approved. (If the vacation is not approved and the student still attends the vacation the parent has accepted the absence will be recorded as unauthorised.

Please also note: Students on vacation leave will be provided with a writing diary and expected to read whilst travelling. Teachers *may wish to* supplement this given the child's needs but are not expected to nor will be compelled to do so. (Replicating classroom learning can not be delivered under travel conditions).

