

Pukekohe Intermediate School

2026 Extended Leave Application Form



Parents or guardians who plan to take their child out of school for non-school-related reasons for three or more days must formally apply to the Principal in writing. At Pukekohe Intermediate School, we actively promote regular attendance in line with the Stepped Attendance Response (STAR) framework. Regular attendance is essential for learning, wellbeing, and participation in the full life of the school.

The school expectation for participation in school events (including camps, trips, sports, and cultural activities) is **90%** or higher attendance.

Please note:

- If permission is granted, your child's absence will be recorded as "**notified but unjustified**" in accordance with Ministry of Education guidelines.
- Any child absent from school for **20 consecutive school days** must be removed from the school roll as required by Ministry of Education regulations.
- This application will form part of the **Stepped Attendance Response (STAR)** process to ensure appropriate attendance monitoring and follow-up.

Application Details

This form must be submitted at least **two weeks** before the intended leave dates.

Student's Name: _____ **Room:** _____

Leave Dates:

From: _____ **To:** _____ **Number of Days:** _____

Reason for Leave:

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Email Address: _____

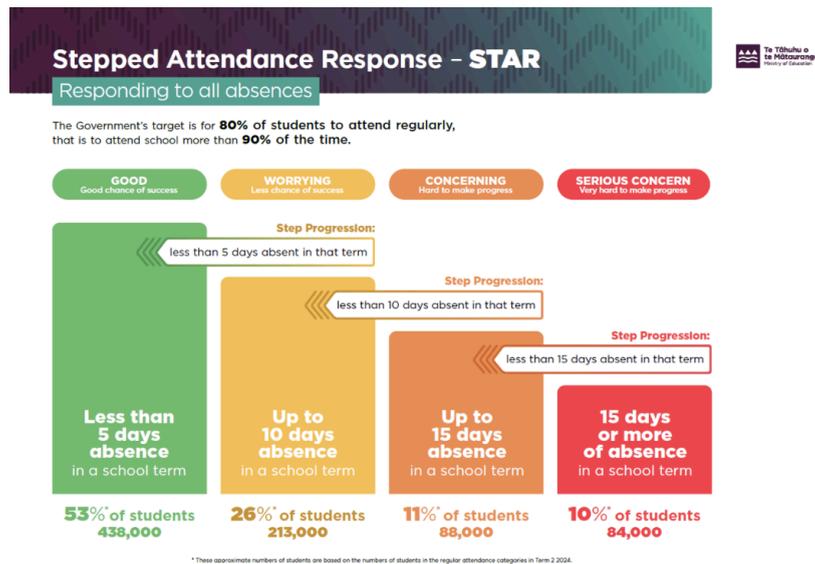
Phone Number: _____

Stepped Attendance Response (STAR)

The **Stepped Attendance Response (STAR)** process aims to identify and address attendance concerns early. Your application will be assessed within this framework.

- **Step 1:** Application reviewed by the Principal or designated school leader.
- **Step 2:** Parent/Guardian contacted for clarification (if required).
- **Step 3:** Decision communicated, including any conditions or follow-up actions.

Please note: Excessive or repeated absences may result in further action under the Ministry of Education attendance guidelines.



For Internal Use Only

Submission received and recorded

Date: _____

Reviewed By: Name: _____ Position: _____

Follow-Up Actions (if applicable):

- Parent/Guardian Meeting Scheduled
- Attendance Support Services Notified
- Other (Specify): _____

Additional Comments:

Principal signature (*Delegated authoriser*): _____