

Pukekohe Intermediate School

Extended Leave Application Form



Parents or guardians who plan to take their child out of school for non-school-related reasons for more than three days must formally apply to the Principal in writing.

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: *(Please provide a clear explanation below.)*

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Email Address: _____

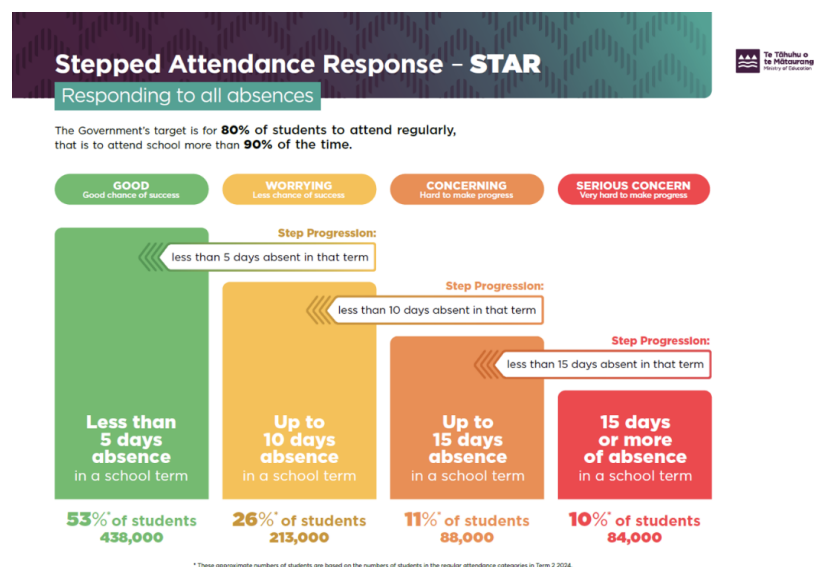
Phone Number: _____

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 Permission: Granted ☐ / Not Granted ☐ **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*): _____