

## KKHS Process – Early Leavers Pass

**Request for Early Leaver Pass must be submitted (Text message, phone call, email) to the Attendance Office between 8.30 - 8.55am on the day the pass is required.**

**Early Leaver Pass Request must include:**

- Student Name and Year
- Time and date for Early Leaver Pass
- Parent name and contact
- Reason for pass request
- Name, contact and time of appointment

**Early Leaver Pass will be either provided immediately or made available for pick up at Lunch 1 at the Attendance Office**



**Request for an Early Leaver Pass after 8.55am:**

- Parent/Guardian is to report to the Front Office and complete a **Request for Early Leaver Pass form**.
- Once the form is completed and approved, the student will be called to the front office at the earliest convenience



**Please Note:**

- No student will be able to leave the school grounds early without an approved Early Leavers Pass (unless they are a senior with a flexible timetable and have followed sign-out processes)
- **No Early Leaver Passes will be approved by parent/guardian phone call from the car outside the school.**
- **No Early Leaver Passes will be approved from a student mobile phone contact to parent/guardian**
- **No Early Leaver Passes will be approved for a student to attend paid employment. It is illegal.**



**Department of Education Policy and Procedure excerpt**

**Parents must ensure their children who are enrolled at school attend every day the school is open for their instruction**

**Regular attendance at school is essential to assist students to maximise their potential.**

## KKHS Process – Request slip for Early Leaver Pass (Front Office Parent Request)

<b>KKHS Request for Early Leaver Pass</b>	Date:	Time Requested:
Student Name: Year:		
Parent/Guardian Name: Contact number:		
Reason for Early Leavers Pass:		
Name, contact and time of appointment:		
Approved: YES / NO	Sign:	

<b>KKHS Request for Early Leaver Pass</b>	Date:	Time Requested:
Student Name: Year:		
Parent/Guardian Name: Contact number:		
Reason for Early Leavers Pass:		
Name, contact and time of appointment:		
Approved: YES / NO	Sign:	

<b>KKHS Request for Early Leaver Pass</b>	Date:	Time Requested:
Student Name: Year:		
Parent/Guardian Name: Contact number:		
Reason for Early Leavers Pass:		
Name, contact and time of appointment:		
Approved: YES / NO	Sign:	