

# BOARDERS LEAVE REQUEST FORM

Facsimile: (08) 9576 1146  
Head of Residential Care mobile: 0457 518 155

Email: [admin@erc.wa.edu.au](mailto:admin@erc.wa.edu.au)



## PLEASE NOTE:

- **Requests for leave from classes must be approved by the Principal or Deputy Principal.**
- This leave form must be returned to the Head of Residential Care by mail, fax or email, no later than the **Wednesday** before the day of the leave requested.
- A request for leave may be refused if a disciplinary matter exists.

I request that \_\_\_\_\_  
(Residential Student's Name)

be given permission to leave the College on:

(Day) \_\_\_\_\_ (Date) \_\_\_\_\_ (Time) \_\_\_\_\_

and return to the College on:

(Day) \_\_\_\_\_ (Date) \_\_\_\_\_ (Time) \_\_\_\_\_

(return time is 6.30pm)

During this time he/she will be staying with:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone No: \_\_\_\_\_

Reason for request for leave:

\_\_\_\_\_

How and with whom is your student travelling? (Detail travel arrangements):

From ERC: \_\_\_\_\_

To ERC: \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

### OFFICE USE ONLY

**Head of Residential Care** \_\_\_\_\_

**Bus Driver to be notified** \_\_\_\_\_