APPLICATION for extended STUDENT ABSENCE

Parents are strongly discouraged from applying for extended student absence during Term time. Opportunities for holidays exist through the more than 12 weeks of scheduled school holiday time. If absent during term time, students miss out on valuable learning experiences and possibly assessments. Teachers are not expected to prepare extra work for these students. However, outlines of learning programmes and assessments are provided in the subject information, distributed by the Learning Areas. Separate forms for each child must be completed.

The Principal will review the information provided and consider whether the absence is Approved or Not Approved. In the case of a student absence that is Not Approved it will be deemed as non-completion or non-submission of any assessment tasks scheduled during this time of absence in accordance with the College Assessment Policy. The College Assessment Policy is located on the College website.

Student Name: _________________________________ Homeroom: ____________ Year: _________
Proposed dates of absence: _____________________ to _____________________
Reason for Application for Student Absence:

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

☐ I am aware that if an absence is Not Approved then all missed assessments will be recorded as contributing zero marks towards a student’s overall grades.

Parent Name: ______________________________ Parent Signature: ______________________________
(Please Print) Date: ______________________________

On completion of the form, please hand it in to Student Services.

_________________________________________________________________________________________

OFFICE USE ONLY

Sighted/Signed by the Principal: ______________________________ Date: _____________________

Approved:  ☐ Yes  ☐ No