



# Request for Student Absence Form

**Note:** To be completed by parents when making a request to the College Principal for a student to be voluntarily absent from school during regular school term time.

All requests for leave must be submitted to the Principal via the Administration Office, at least one month before the event and prior to finalising leave arrangements (eg. flights and accommodation). However, we appreciate that in some exceptional situations, circumstances can change quickly necessitating a shorter timeframe.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Home Group: \_\_\_\_\_

Date/s Absent: *(inclusive)* From: \_\_\_\_\_ To: \_\_\_\_\_

If absence is sport related, is it School based?  Yes  No

Please give reasons for absence as this may affect attendance record:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessment Due? *(Check Assessment Calendar)*  Yes  No

If YES, state type: *(eg: Maths exam, English assignment)*

\_\_\_\_\_

NB: College policy is to make full use of the term. This includes completing testing and other assessment during the last week of term up to and including the last day. This is particularly the case with studies in Years 11 and 12 where the College operates under a very prescriptive set of obligations from the Queensland Curriculum & Assessment Authority in most subjects. It is the responsibility of the student to inform their teachers of absence and ensure the completion of any work missed while absent.

Parent's/Carer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Head of School/Head of Sport Name: \_\_\_\_\_ Signature: \_\_\_\_\_

School Based Activity  Non-School Based Activity

Approved Leave  Non-Approved Leave College Principal's Signature: \_\_\_\_\_

Office Use Only:

Teacher Kiosk  Email Teachers \_\_\_/\_\_\_/\_\_\_  Parents Notified (Letter/Phone Call/Message/Email) \_\_\_/\_\_\_/\_\_\_