

Our Lady of the Sacred Heart

Catholic College

PASTORAL CARE AND WELLBEING



STUDENT ABSENCE NOTIFICATION

Note: This form is to be completed by parents when a student will be voluntarily absent from school during regular school term time (including exam blocks).

All notifications of absence must be submitted to the Principal well before the date/s of absence.

Email to: admin.olshalice@nt.catholic.edu.au

Date Submitted:

Student/s Name/s:

Roll Group/s:

Dates for Absence (Inclusive): From

To

Reason for absence: (Please provide details, e.g. 'Attending family wedding in Melbourne')

Note: College policy is to make full use of Term dates for student learning, study and assessment. 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 South Australian Certificate of Education (SACE) in most subjects.

Given these restrictions, the College cannot guarantee that absence will not affect final results for the semester or a course of study. In particular, students and parents need to be aware that changes to timing of assessment will disrupt preparation and affect student performance, and they must ensure that adequate arrangements have been made for any assessment not completed because of absence.

Parent/s Name/s:

Signature:

Best contact number (during business hours):

Email:

OFFICE USE ONLY:

Recorded in MAZE

Teachers emailed

Parents Contacted

Principal's Signature: