



Student Absence from School During Term Time

Student Name		Year Level & PCG	
Student Name		Year Level & PCG	
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Reasons for absence:

Date/s student/s will not be attending school:

Please indicate:

- ☐ I have read and I am aware of the content of the College 'Attendance Policy' and the 'Assessment Policy'.
- ☐ I am aware teachers will not be required to provide work for students who are absent for family holidays.
- ☐ This absence is for school representation.

Parent/Carer 1: _____
(Signature) (Date)

In situations where Court Orders are in place for students in shared custody, the College requires both parents to sign and acknowledge their child/children's absence from school during term time, before being submitted to College for approval.

Parent/Carer 2: _____
(Signature) (Date)

Principal: _____
(Signature) (Date)

Office use only

Processed by: _____
(Name) (Date)

- ☐ Entered Compass – Event
- ☐ Entered Compass – Absence
- ☐ Staff Notified

Comments/actions required:
