

STUDENT ABSENCE FROM SCHOOL DURING TERM TIME

Notification Form Name of student(s):

Student Name

Year Level & Class (ie 7.1)

Reasons for absence

- ☐ Medical Grounds (attach a Medical certificate for Year 11 & 12)
- ☐ Bereavement
- ☐ Family Wedding (attach invitation)
- ☐ Representative Sport (attach documentation)
- ☐ Other: Please provide details and documentation

Dates student(s) will not be attending school:

Please tick:

☐ 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.

Signed:
(Parent/Carer)

Date:

Principal Signature: Date:.....

St Margaret Mary's College Office Use only:	
Processed by:	
Emailed relevant teachers and PML <input type="checkbox"/>	Entered Compass <input type="checkbox"/>
Entered Daily Notices <input type="checkbox"/>	Notified Deputy Principal (Yr 11 & 12 students) <input type="checkbox"/>
Comments/action required:	