



ST AUGUSTINE'S COLLEGE REQUEST FOR STUDENT ABSENCE

- > This form is to be completed by parents/carers when requesting voluntary absence from school during term time.
- > All requests are made to the College Principal **one month prior** to event and before finalising arrangements (eg flights and accommodation).
- > Exceptional circumstances that necessitate shorter notice may be considered.
- > Completed Request for Student Absence Form can be emailed to the College by clicking the submit button below.

Date of request

Date/s absent (inclusive)

From

To

Student name

Year level

For sport related absences

School based?

Yes

No

Please give reason for absence as this may affect attendance record

Assessment Due? Yes No If Yes, state type

Check Assessment Planner (eg Maths exam, English assignment)

PLEASE NOTE College policy is to make full use of the term. This includes completion of testing and all assessments during the last week of term up to and inclusive of the last day. The College operates under very prescriptive obligations from the Queensland Curriculum & Assessment Authority, in particular for Years 11 & 12.

It is the responsibility of the student to inform his teachers of absences and ensure the completion of any work missed while absent from school. All assessment items must be submitted by the due date.

Parent/Carer name

Signature

Contact phone

email

EMAIL COMPLETED FORM TO sac.absences@cns.catholic.edu.au OR CLICK THE SUBMIT BUTTON

OFFICE USE ONLY

- School based activity
 Non School based activity
 Approved Leave
 Unapproved Leave

HOY/HOS Name

HOY/HOS Signature

Principal's Signature

ADMINISTRATION USE ONLY

eMinerva Spreadsheet Boarder Yes No Email HOR / /

Parent/Carer Notified Phone Email Date / / Email Teachers / /