



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.
- > Any absence that is not a school related activity will still impact on your son's attendance record.
- > Approval is granted at the discretion of the Principal.

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

OFFICE USE ONLY		HOY Recommendation	Approved <input type="checkbox"/>	Unapproved <input type="checkbox"/>	Parent Contact	YES <input type="checkbox"/>
<input type="checkbox"/> School based activity	HOY/HOS Name	<input type="text"/>				NO <input type="checkbox"/>
<input type="checkbox"/> Non School based activity	HOY/HOS Signature	<input type="text"/>				
<input type="checkbox"/> Approved Leave	Principal's Signature	<input type="text"/>				
<input type="checkbox"/> Unapproved Leave						
ADMINISTRATION USE ONLY						
<input type="checkbox"/> eMinerva	Boarder	<input type="checkbox"/> Yes <input type="checkbox"/> No	Email HOR	<input type="text"/>		
Parent/Carer Notified <input type="checkbox"/>	Phone <input type="checkbox"/>	Email <input type="checkbox"/>	Date	<input type="text"/>		Email Teachers <input type="checkbox"/>