



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.
- > 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 **in detail** for absence as this may affect attendance record

Assessment Due?

Yes

No

If Yes, state type

Check Assessment Planner (e.g. 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, 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 assignments must be submitted on time. All exams will be made up after student returns to school.

Parent/Carer name

Signature

Contact phone

Email

EMAIL COMPLETED FORM TO sac.absences@cns.catholic.edu.au

OFFICE USE ONLY

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

HOY Recommendation

Approved

Unapproved

HOY/HOS Name

HOY/HOS Signature

Principal's Signature

Parent Contact

YES

NO

ADMINISTRATION USE ONLY

eMinerva

Boarder

Yes

No

Email HOR

 / /

Parent/Carer Notified

Phone

Email

Date

 / /

Email Teachers

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