

NOTIFICATION OF STUDENT ABSENCE

completed by guardian for personal leave for their child

Student Name:..... Class/Advisory:.....

Date/Time of Absence:..... Number of school days:.....

Reason for Absence: _____

I understand that it is the responsibility of my son/daughter to inform each of their subject teachers of their absence using the attached form. Using this form subject teachers may assign work that will be covered during the period of absence. Assignments due to be submitted during the absence period will be due on the first day of return to class, unless arranged otherwise with the permission of the teacher. I understand that my son/daughter is still responsible for all subject matter and assessments missed. The College is not responsible for the consequences of any time lost.

Name of Parent/Guardian

Signature of Parent/Guardian

Comments from the Head of Year

Signed: _____
(Head of Year)

Signed: _____
(Vice Principal Secondary - Pastoral)

To be submitted to the Secondary Office at least 5 school days prior to the planned absence.

