



St. Augustine's College

REQUEST FOR STUDENT ABSENCE

Note: To be completed by parents when making a request to the College Principal for a student to be voluntarily absent from school during regular school term time.

*All requests for leave must be submitted to the Principal via the Student Office, at least **one month** before the event and prior to finalising leave arrangements (eg. flights and accommodation). However, we appreciate that in some exceptional situations, circumstances can change quickly necessitating a shorter timeframe.*

Date: _____

Student Name: _____ Homeroom: _____

Date/s Absent (inclusive): From _____ To _____

If the Absence is Sport related, is it School based? ☐ YES ☐ NO

Please give reasons for absence as this may affect attendance record: _____

Assessment Due? ☐ YES ☐ NO If YES, state type: _____

****Check Assessment Planner**** (eg. Maths exam, English assignment)

NB: College policy is to make full use of the term. This includes completing testing and other assessment during the last week of term up to and including the last day. This is particularly the case with studies in Years 11 and 12 where the College operates under a very prescriptive set of obligations from the Queensland Curriculum & Assessment Authority in most subjects. ***It is the responsibility of the student to inform his teachers of absence and ensure the completion of any work missed while absent.***

Parent's Name: _____

Signature: _____

Contact Phone: _____ Email: _____

HEAD OF YEAR/HEAD OF SPORT NAME: _____

☐ SCHOOL BASED ACTIVITY ☐ NON SCHOOL BASED ACTIVITY

HEAD OF YEAR/HEAD OF SPORT SIGNATURE: _____

☐ APPROVED LEAVE ☐ UNAPPROVED LEAVE COLLEGE PRINCIPAL'S SIGNATURE: _____

OFFICE USE ONLY

eMinerva ☐

Spreadsheet ☐

Email Teachers ___/___/___ ☐

Parents Notified: Letter / Phone Call / Message / Email ___/___/___