

Full / Partial Day School Absence

Date:

Student Name:

Year / Homeroom:

Date of Absence:

Whole day absence

Partial day absence

Parent Explanation for Full Day or Partial Day Absence:

Parent Name:

Parent Signature:

Office Use Only

- Misadventure or unforeseen event
- Participation in special events not related to the school
- Domestic necessity such as serious illness of an immediate family member
- Attendance at a funeral
- Recognised religious festival or ceremonial occasion
- Medical appointment
- Illness (please attach a certificate if provided by your Medical Practitioner)
- Domestic & International Travel

(The College Principal must approve this absence. An Application for Extended Leave, available from the Parent Handbook, must be submitted for leave of 5 or more days).

Entered Date: _____

Staff Signature: _____

