



**SUBMIT YOUR STUDENT LEAVE FORM WITHIN  
10 SCHOOL DAYS OF YOUR ABSENCE – SEMESTER 2, 2017  
(Leave Forms will not be processed after one calendar month - interview required)**

**STUDENT NAME:** \_\_\_\_\_ **YEAR: 11/12 (CIRCLE)**

Week		Week		Week		Week	
<b>1</b>	17 Jul - 21 Jul	<b>6</b>	21 Aug - 25 Aug	<b>11</b>	9 Oct - 13 Oct	<b>16</b>	13 Nov - 17 Nov
<b>2</b>	24 Jul - 28 Jul	<b>7</b>	28 Aug - 1 Sep	<b>12</b>	16 Oct - 20 Oct	<b>17</b>	20 Nov - 24 Nov
<b>3</b>	31 Jul - 4 Aug	<b>8</b>	4 Sep - 8 Sep	<b>13</b>	23 Oct - 27 Oct	<b>18</b>	27 Nov - 1 Dec
<b>4</b>	7 Aug - 11 Aug	<b>9</b>	11 Sep - 15 Sep	<b>14</b>	30 Oct - 3 Nov	<b>19</b>	4 Dec - 8 Dec
<b>5</b>	14 Aug - 18 Aug	<b>10</b>	18 Sep - 22 Sep	<b>15</b>	6 Nov - 10 Nov	<b>20</b>	11 Dec - 15 Dec

**WEEK:** \_\_\_\_\_ **DATE/S:** \_\_\_\_\_

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
1		6		2		7		3	
3		4		6		5		1	
RECESS									
2		4		6		5		1	
iGroup									
7		7		3		4		2	
LUNCH									
5		7		3				2	
4		5		1				6	

1. Medical Certificate attached? **(YES / NO)**

2. Reasons for absence (see overleaf about which reasons are inadequate):

\_\_\_\_\_

\_\_\_\_\_

3. Authorised signature: \_\_\_\_\_

Print name and relationship to student: \_\_\_\_\_

4. Signature of endorsement (See point 4) \_\_\_\_\_

Deputy or Executive Teacher or Executive Teacher  
Principal Student Services Assessment & Reporting



**To ensure Leave claims are processed, students must follow the procedure outlined below.**

1. Students returning to college after an absence must have this leave form (with attached medical certificate or note from parent) signed by class teachers before they hand it in to the Front Office or Student Services.
2. **Print the teacher's surname** in the lesson/s for which you were absent. Ask your **teacher to sign** in the relevant lesson boxes.
3. Leave forms **more than 10 school days** after the initial absence **must be signed** by a *Deputy Principal* or the *Executive Teacher for Student Services*, **before** each of your classroom teachers sign in the lesson spaces.
4. Leave forms **more than a calendar month** after the initial absence will need to be discussed with a member of Student Services.
5. A medical certificate is required to explain absences during scheduled testing periods.
6. Medical certificates are encouraged for absences longer than 5 days.

**PLEASE NOTE:** 'Personal reasons' or 'family reasons' are not adequate explanations of absence. If you cannot explain your absence in more detail than this, please see a member of Student Services.

### FREQUENTLY ASKED QUESTIONS

- What do the letters stand for on the absences printout?

#### ABSENCE CODES:

<b>A</b>	Absent <b>without</b> approval	<b>P</b>	Partial attendance
<b>L</b>	Absent <b>with</b> approval	<b>Z</b>	Suspended
<b>S</b>	Sick / Illness	<b>W</b>	Work experience
<b>C</b>	Cancelled class	<b>I</b>	Alternate sanctioned program
<b>E</b>	Excursion	<b>F</b>	Absence notified but no written note submitted yet.

- What are adequate reasons for an absence?

ADEQUATE REASONS	INADEQUATE REASONS
<b>Illness (attach a doctor's certificate if you visited a doctor)</b>	<b>Missed the bus</b> (One time, but not repeatedly. Solve the problem.)
<b>Family bereavement</b>	<b>Driving lesson</b> (schedule for a time when you are free)
<b>Family wedding</b>	<b>Slept through the alarm clock</b> (One time, but not repeatedly. Solve the problem)
<b>Carer's leave</b>	<b>Had a hairdresser's appointment</b> (schedule for a time when you are free)

**Students who seek medical or dental attention during an absence must ask the practitioner for a medical certificate to attach to their leave form.**