

ILLNESS or MISADVENTURE or PRIOR ARRANGEMENT FORM



The Student and Parent/Guardian must complete this in the event of:

- absence from an assessable task
- the non-completion of an assessable task
- wish to make a Prior Arrangement for a task.
- students must also put their request for leave of absence from examinations in writing to the Headmaster

PLEASE PRINT CLEARLY IN CAPITAL LETTERS.

Name: _____ Year: _____

Course: _____

Title of Task: _____

Weighting of Task: _____

HOD Signature: _____

Recommended outcome: _____

New Due date: _____

I declare that I will be/was absent from College on for the following reason/s:

The following documentary evidence is attached (eg. Doctor's Certificate)

Parent or Guardian Signature: _____ Date: _____

Decision:

APPROVED

NOT APPROVED

OTHER: _____

Signed: _____ **Mrs Karen Merrick - Director of Curriculum and Policy**

Office Use Only: Date Received & Filed

Notified HOD

Recorded on Summary Sheet