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: ____________________________________________________________________

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