



Prior Arrangement Form

The student and parent/carer must complete this form when:

- a student knows they will be absent on the due date of an assessable task (send this form to the relevant Head of Department), or
- a student knows they will to be absent from an examination (send this to the Director of Curriculum).

Name: _____ Year: _____

I declare that _____ is unable to complete the task for the following reasons:

More than 3 tasks due in one week (include details of tasks due):

Task 1: _____

Task 2: _____

Task 3: _____

Task 4: _____

Attending a College authorised event.

Event Name: _____

On approved extended leave (must have an approved Application for Extended Leave).

Leave Date: _____

Will be absent from the College for other reason (attach evidence with this form).

Reason: _____

Course: _____ Teacher: _____

Title of Task: _____

Weighting of Task: _____ Due Date: _____

Parent/Carer Signature: _____ Date: _____

Recommended Outcome: _____

New Due Date: _____ HOD Signature: _____

Decision: Approved Not Approved Other: _____

Signed: _____ Mrs Amy Woodward, Director of Curriculum

Office Use Only:

Date Received & Filed: _____

Notified HOD / Class Teacher

Notified Student

Recorded on Summary Sheet

Issued: February 2024