



NOTIFICATION OF A PLANNED STUDENT ABSENCE

It is a requirement that formal notification of a planned student absence of more than 3 days be provided to the school by the completion of this form seeking the consent of the Principal.

A copy of this notification is kept on file in Administration.

STUDENT/S DETAILS

Surname: _____ First Name: _____ Class: _____
Surname: _____ First Name: _____ Class: _____
Surname: _____ First Name: _____ Class: _____
Surname: _____ First Name: _____ Class: _____

ABSENCE DETAILS

My child/children will be away from school from: _____
And will return to school on: _____

REASON FOR ABSENCE

- Family holiday Illness in the family
 Transport difficulties Bereavement

Other:

CONSENT

Parent / Carer's full name:

Signature:

Date:

APPROVAL

Principal signature: _____ Date: _____

Please see your child's teacher at least one week prior to departure to discuss work requirements.