



McAuley College, Beaudesert

REQUEST FOR STUDENT ABSENCE

Note: To be completed by parents when requesting the College Principal for a student to be voluntarily absent from school during regular school term time.

All requests for leave must be submitted to the Principal well before the required date.

Date submitted: ____/____/____

Student Name: _____ PC: _____

Date/s absent (inclusive): From _____ To _____

Reason for Absence: _____

The student is required to complete the following table speaking with each teacher to plan for work that may be missed, especially any tasks linked to Evidence of Success and/or assessment.

Subject: _____ Teacher: _____ Work missed: _____	Subject: _____ Teacher: _____ Work missed: _____
Subject: _____ Teacher: _____ Work missed: _____	Subject: _____ Teacher: _____ Work missed: _____
Subject: _____ Teacher: _____ Work missed: _____	Subject: _____ Teacher: _____ Work missed: _____
Subject: _____ Teacher: _____ Work missed: _____	Subject: _____ Teacher: _____ Work missed: _____

McAuley College promotes the importance of students attending each and every day of the term to maximise their learning, both within the classroom as well as alternate learning activities that support the delivery of our holistic education program. As the College grows and students engage in studies in Years 11 and 12, these approaches will be further supported by the very prescriptive set of obligations from the Queensland Curriculum and Assessment Authority (QCAA).

Students who miss classes for reasons including these voluntary absences are responsible for catching up on work missed. For this reason, the College cannot guarantee that by approving this absence, this will not impact on student progress or achievement.

Parent's Name: _____

Signature: _____

<input type="checkbox"/> APPROVED LEAVE College Principal's Signature: _____

OFFICE USE ONLY		Parents notified:	
EMinerva Updated	<input type="checkbox"/>	Letter	<input type="checkbox"/>
Email Teachers	___/___/___ <input type="checkbox"/>	Phone call / Message	<input type="checkbox"/>