



## ADVANCE NOTICE OF STUDENT ABSENCE\*

(\*This document does not represent an application for exemption from School attendance)

### STUDENT DETAILS (Please use one form for up to 4 children)

#### To be completed by student's parents

Given name(s) \_\_\_\_\_ Family name \_\_\_\_\_

Class \_\_\_\_\_ Date of birth \_\_\_\_\_

Given name(s) \_\_\_\_\_ Family name \_\_\_\_\_

Class \_\_\_\_\_ Date of birth \_\_\_\_\_

Given name(s) \_\_\_\_\_ Family name \_\_\_\_\_

Class \_\_\_\_\_ Date of birth \_\_\_\_\_

Given name(s) \_\_\_\_\_ Family name \_\_\_\_\_

Class \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Notified Absence (from) \_\_\_\_\_ (to) \_\_\_\_\_ (inclusive)

Number of school days\* \_\_\_\_\_

\* If any of the above exceeds 5 school days, parents/carers are required to provide additional documentation/information, eg letter of motivation, detail of travel or flight tickets.

#### Notice regarding Year 10-12 Students

It is critically important that students identify all NESA (Official RoSA, Preliminary and HSC) Assessment Tasks that are due during the period of leave. Misadventure will not be considered under Advance Notice of Student Absence. Due dates remain intact as per Assessment Booklet. Extenuating circumstances may be considered.

Noted by parent/carer

#### Notice regarding Year 7-9 Students

Preferably the due dates are consistently met when assignments fall due. It remains the responsibility of students to make arrangements with teachers how and when assessment tasks will be completed. Extenuating circumstances may be considered.

Noted by parent/carer

#### Reason for notification (Please tick: ✓)

Medical/paramedical appointment

Travel in Australia and overseas

Serious illness of an immediate family member

Attendance at a funeral

Participation in special events not related to school

Misadventure for unforeseen event

**Please provide more detail about the reason for the notification:**

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Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

**Absence noted by Principal** (initials) \_\_\_\_\_

**Absence recorded** by TCC Staff as notified by parent/carer \_\_\_\_\_ Date \_\_\_\_\_

*(A copy of this form will be sent to the parent/carer once noted on the student attendance roll.)*