



STUDENT LEAVE FORM SEMESTER 1 2018

NOTES MUST BE SUBMITTED WITHIN 10 DAYS OF YOUR RETURN

This form must be fully filled out with **ONLY** one week per form.

PRINT STUDENT NAME: _____ ID No: _____ YEAR LEVEL: _____

1. Please highlight or circle the relevant week with specific date/s to be filled in below.

Week	Dates	Week	Dates	Week	Dates	Week	Dates
1	5 Feb – 9 Feb	6	12 - 16 Mar	11	30 Apr – 4 May	16	4 - 8 June
2	12 - 16 Feb	7	19 - 23 Mar	12	7 - 11 May	17	11 - 15 June
3	19 - 23 Feb	8	26 – 30 Mar	13	14 - 18 May	18	18 - 22 June
4	26 Feb – 2 Mar	9	2 – 6 Apr	14	21 - 25 May	19	25 - 29 June
5	5 - 9 Mar	10	9 - 13 Apr	15	28 May – 1 June	20	2 – 6 July

2. Fill in the names of the CLASSES you have missed. Include the TEACHERS NAME.

Time	Date:	Time	Date:	Date:	Date:	Date:
	MONDAY		TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:30 60m	3	08:30 60m	4	6	5	1
09:30 45m	2	09:30 60m	4	6	5	1
10:15	Break 20 mins	Break 20 mins				
10:35 60m	4	10:30	Break 20 mins			
11:35 11:50	LinC	10:50 60m	6	2	7	3
11:50 45m	7	11:50 45m	5	1	4	6
12:35	Break 55 mins					
13:30 60m	5	13:30 60m	7	3	8 Teacher PL (1.30-2.30)	2
14:30 60m	1	14:30 60m	7	3	8	2
15:30		15:30				

3. Medical certificate attached (Yes or No)

4. Reason(s) for absence MUST INCLUDE DATES

DATES:

REASON(S):

5.a) PARENT / GUARDIAN AUTHORISATION

5.b) STUDENT SIGNATURE

Sign: _____ Print: _____

Sign: _____

6. COLLEGE LIFE AUTHORISATION: Sign: _____ Print: _____

(ONLY required if absence reason is disputed, Parent / Guardian not available or handed in late after 10 days)



ATTENDANCE PROCEDURES

To ensure your attendance profile is accurate, any absence from college requires either a notification from parent/carers via email to TUGC_ABSENCES@ed.act.edu.au OR submission of a hard copy Leave Form.

All absences from college should comply with BSSS Policies.

1. Students are required to attend a minimum of 90% (6 unexplained absences in a semester unit and 3 unexplained absences in a term or Q unit) of the scheduled classes in a unit in order to be assessed. Students who are absent for more than 10% of the lessons without providing adequate **documentary evidence risk a V Grade** for that unit.
2. Classroom Teachers will update your class attendance record each lesson of each day using Appsence.
3. After every absence it is the student's responsibility to provide a reason for non-attendance. This can be done by parents/carers using Appsence; or via this leave form. Leave Forms should be provided to College Life Admin office.
4. If you are away for a prolonged period of time (a week or more) you must contact your Student Wellbeing Coordinator and provide them with the dates. Your parent/carer may be contacted for confirmation.
5. The college will monitor all notes provided, including verification of signatures. Approved leave will then be entered into Appsence (and your official record). Notes will be retained as per legislated requirements of schools.
6. If the college disputes your reason for leave because it fails to meet BSSS policies, the form will be returned to you. At this point, you need to make an appointment with the SLC College Life.
7. **A medical certificate is required to explain absences during exam or assessment periods and for extended periods of sickness past three days.**
8. If you submit your leave form **more than 10 school days** after the initial absence you must hand the form into the SLC College Life.
9. It is the student's responsibility to catch up on missed work when absent from class.
10. Students who know that they need to take extended leave from college should make an appointment with the SLC College Life **beforehand**, for approval. Approval will be given based on a student's previous attendance, the nature of the leave and impact on the college program. An Extended Leave Form is given to the student and class teachers will be asked to comment on the intended leave and to set work to be completed while the student is on leave.
11. **Students are expected to submit all assessment items and attend all classes, whilst participating in a positive 'on-task' manner, seeking support whenever it is required. Excursions, simulations and presentations by visitors (including lunchtimes) may form part of class work.**
12. Students who are **independent, 18 or over or do not live at home** must bring leave forms to Student Wellbeing Admin. This also alerts Student Wellbeing to provide any additional support if required.

ADEQUATE REASONS	INADEQUATE REASONS
Sickness / Illness (attach a medical certificate for prolonged periods of sickness)	Missed the bus (One time, but not repeatedly. Solve the problem.)
Family bereavement	Driving lesson (Schedule for a time when you are free)
Family wedding	Slept through the alarm clock (One time, but not repeatedly. Solve the problem)
Carer's leave	Had a hairdresser's appointment (Schedule for a time when you are free)

Record key for absences are:

A	Absent without approval	P	Partial attendance
L	Absent with approval	Z	Suspended
S	Sick / Illness	W	Work experience
C	Cancelled class	I	Alternate sanctioned program
E	Excursion	F	Absence notified but no written note submitted yet.