

Senior Leave Request and Assessment Arrangement Form



St Clare's College
Seek Wisdom

Submission of Form

You can type leave details into this form and print for signature or print and complete the form. Students must have approval from the Academic Wellbeing Leader of Learning before submitting the form. The form is to be emailed to attendance@stcc.act.edu.au for approval.

Student Details

Student Name:	<input type="text"/>		
Year Level:	<input type="text"/>	PC Group:	<input type="text"/>

Leave Details

Type of Leave:	<input type="text"/>		
Date From:	<input type="text"/>	To:	<input type="text"/>

Leave for family holidays is not normally approved.

The College is governed by the following Board of Senior Secondary Studies (BSSS) requirements. "It is expected that students will attend and participate in all scheduled classes/contact time/structured learning activities for the units in which they are enrolled, unless there is due cause and adequate documentary evidence is provided. Any student whose attendance falls below 90% of the scheduled classes/contact time or 90% participation in structured learning activities in a unit, without having due cause with adequate documentary evidence will be deemed to have voided the unit. However, the Principal has the right to exercise discretion in special circumstances if satisfactory documentation is supplied." Therefore, the College needs to consider if absences from scheduled classes meet BSSS and assessment requirements prior to leave approval.

Explanation of Absence

Student Signature:	<input type="text"/>	Parent/Carer Signature:	<input type="text"/>
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Approval - Office Use Only

Leader of Learning Academic Wellbeing Approval:	<input type="text"/>	Date:	<input type="text"/>
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Approved:	<input type="checkbox"/>	Not Approved:	<input type="checkbox"/>
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Principal Signature:	<input type="text"/>	Date:	<input type="text"/>
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