



# ST FRANCIS CATHOLIC COLLEGE EDMONDSON PARK

A Diocesan College in the Edmund Rice Tradition

info@sfccedow.catholic.edu.au • Phone: 02 4645 3400

## APPLICATION FOR FORESEEABLE ABSENCE *Senior Years Learning*

<b>Student Surname:</b>	<b>Student First Name:</b>	<b>Pastoral Class:</b>
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<b>Date of Leave Applied For:</b>	From	/	/	To:	/	/	<b>No. of school days:</b>
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**Please provide details about the reason for the application:**  
*(Attach any relevant documentation to this application)*

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**Assessment Schedule Check** - *Please refer to the Year 9, 10, 11 or 12 Learning Handbook*

Does this period of leave coincide with a Formal Assessment Task for the student?

*Please circle:*      **YES**      or      **NO**

If YES, please complete the section below:

Course	Assessment Task	Due/Set Date

### Parent/carer Declaration

As the parent/carer of the student, I hereby apply for leave from attendance at the College

I understand that if assessment work is missed during my child's period of absence, it is the responsibility of my child to see the relevant KLA Coordinator/s and organise alternative arrangements, before this document is given to the Leader of Curriculum.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_





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## OPEN MINDS OPEN HEARTS

**It is the student's responsibility to see the relevant KLA Coordinator/s and organise alternative arrangements. Record these in the table below before returning the completed document to the Leader of Curriculum.**

Formal Assessment Task/Classwork Alternative Arrangements:				
Course	Assessment Task/Classwork	Original Due/Set Date	Alternative Arrangement	KLA Leader Signature

<b>College Principal</b> Application for Foreseeable Absence: <i>Please circle</i> <b>Approved</b> <b>Denied</b>  Leave is denied on the following grounds: ..... .....  Principal's Signature:      Date:
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