



STUDENT ABSENCE ADVICE FORM

(on completion of this form, please email to: absentee@corpus.wa.edu.au OR deliver to Student Services)

This form is to be completed by a Parent/Guardian who is advising the College of extended student absence (more than three (3) days) due to:

1. **Holidays:** this will always be an **unauthorised absence**. Parents are asked to check the College Assessment Policy with regards to penalties that may be incurred.
2. **Representing the State or nation in a sport or other activity:** this will always be an **authorised absence** for the duration of the event. Documentation should be provided by the organisation to substantiate the child's participation and details of the event. This also assists the College in recognising the child's achievement/s.

Students are legally required to attend school, therefore, if a parent withdraws their child from the educational programme, they are required to advise the College.

Please note, students who are absent for long periods of time are at risk of poor academic performance.

The College strongly encourages parents to make themselves aware of the **College Student Attendance Policy** which is attached, when completing this form.

Student Services will acknowledge receipt by email when the form has been received by the Principal.

Name of Student/s _____ Homeroom _____

_____ Homeroom _____

_____ Homeroom _____

Reason for Absence:

Dates student/s will not be attending school:

I am aware of the content of the College "Student Attendance Policy" and its consequences. I am also aware this correspondence will be directed to "The Principal".

Signed: _____ Date: _____
(Parent/Carer)

Parent email: _____

This form is to be read and completed in conjunction with the Student Attendance Policy

OFFICE USE ONLY - PRINCIPAL ONLY:

Authorise Unauthorised

Homeroom Head of Deputy of

Email sent to Parents / Guardian:

Student Administration Date: (all notified): _____