

Student Details

Family Name:	Given Name(s):		
Student Number:	Session Group:		
Course Specification:	<input type="checkbox"/> Fashion	<input type="checkbox"/> Interiors	<input type="checkbox"/> Styling

Details of Absence

<input type="checkbox"/> Illness	<input type="checkbox"/> Compassionate Reasons	<input type="checkbox"/> Appointment	<input type="checkbox"/> Other
Date(s) of Absence:			
Details:			
<i>Please remember to attach proof of absence when submitting form or reason for absence will not be validated.</i>			

Teacher Authorisation (If leaving early)

Purpose of Early Departure:	
Time of Departure:	
Teacher:	Signature:

Please note:

- **All absences affect your overall attendance;** however validated absences will be taken into account when reviewing a student’s academic progression.
- Students are reminded to provide **proof of absence** i.e. medical certificate, compassionate leave or unavoidable appointment details or will have the leave recorded as non-approved.
- It is recommended the student **retain a copy of the supporting documentation.**
- **Proof of absence (such as medical certificates) are to be attached within five days of return to college.** Whitehouse reserves the right to confirm validity of supporting documentation such as medical certificates and letters.
- Appointments such as routine dental and medical matters should not occur in class hours.
- This form is to be used in case of unexpected absences (i.e. illness, compassionate etc. For scheduled events in advance – use **Request for Absenteeism** – to be lodged 4 weeks prior to requested leave.
- If leaving class early – sign off by teacher required.

Student Authorisation

Student Signature:	Date:
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Office Use Only

Received by:	Date:		
Updated:	<input type="checkbox"/> Database	<input type="checkbox"/> Filed	Date: