

### Student Details

Family Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Student Number: \_\_\_\_\_ Session Group: \_\_\_\_\_

Course Specification: ☐ Fashion ☐ Interiors ☐ Styling

### Details of Absence

☐ Illness ☐ Compassionate Reasons ☐ Appointment ☐ Other

Date(s) of Absence: \_\_\_\_\_

Details: \_\_\_\_\_

*Please remember to attach proof of absence when submitting form or reason for absence will not be validated.*

### 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: \_\_\_\_\_

### Office Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Updated: ☐ Database ☐ Filed \_\_\_\_\_ Date: \_\_\_\_\_