

## Leave Of Absence Form

Please complete this form and return to the Attendance Officer (attendance@kennedy.wa.edu.au) at least ten (10) days prior to your child's absence. Please complete one form per child.

**PLEASE NOTE:** Absence from assessments for a non-medical reason will result in a mark of zero, unless otherwise informed by the Principal. Students in Year 11 and 12 MUST produce a medical certificate for all absences on days where assessments have occurred.

### STUDENT AND ABSENCE DETAILS

Name: \_\_\_\_\_ Surname: \_\_\_\_\_ School Year: \_\_\_\_\_ Form: \_\_\_\_\_

#### REASON FOR ABSENCE:

Medical      State/National/International Sporting Event      Others (Please specify below): \_\_\_\_\_

Any relevant document attached?:    No      Yes      Dates absent from College: From \_\_\_\_\_ to \_\_\_\_\_

### PARENT/ GUARDIAN AGREEMENT:

**I agree that I have read the above and will take full responsibility for my child's absence and any work missed and/or assessments marked zero as will be explained to me by the Head of Year and/or Principal.**

Parent/Guardian's Name: \_\_\_\_\_

📱 Mobile No: \_\_\_\_\_

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

@ Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

<b>PRINCIPAL'S AUTHORISATION</b>	Zero for assessment? Yes      No	Signature: _____	Date: _____
<b>ADMINISTRATION</b>	Communication to parents/guardians: _____		
	Communication to all relevant teachers : _____		
Name: _____		Signature: _____	Date: _____