



Senior Leave Request and Assessment Arrangements Form

Submission of Form

You can type leave details into this form and print for signature or print and complete the form. The form is to be given to the Principal or scanned and emailed to **the.principal@stcc.act.edu.au** for approval.

Student Details

Student Name:

Year Level:

PC Group:

Leave Details

Type of Leave:

Date From:

To:

Leave for family holidays is not normally approved.

The College is governed by the following Board of Senior Secondary Studies (BSSS) requirements. "It is expected that students will attend and participate in all scheduled classes/contact time/structured learning activities for the units in which they are enrolled, unless there is due cause and adequate documentary evidence is provided. Any student whose attendance falls below 90% of the scheduled classes/contact time or 90% participation in structured learning activities in a unit, without having due cause with adequate documentary evidence will be deemed to have voided the unit. However, the Principal has the right to exercise discretion in special circumstances if satisfactory documentation is supplied." Therefore, the College needs to consider if absences from scheduled classes meet BSSS and assessment requirements prior to leave approval.

Explanation for the Absence:

Student Signature:

Parent/Carer
Signature:

Approval

Office Use Only

Approved:

Not Approved:

Principal Signature:

Date:

Please fill out the relevant Assessment Task and Missed Course Content table on the back of this page

