



Absence Approval Form

This form is to be used for students who are planning on engaging in activities involving absence from school that coincide with scheduled assessment periods, but do not meet the requirements for AARA applications.

This form must be completed and submitted to the Head of Department - Senior Secondary within 2 weeks of the publication of the assessment calendar or **as soon as the absence is known**.

Examples of school-approved absences may include:

- school excursions that cannot be scheduled at another time e.g. performances being viewed as part of the assessment program
- school, district, regional, state or national representation for school-supported sport or artistic endeavours
- student exchange programs
- audition or entrance exams (state, interstate or international).

If a student is participating in a state or national representative activity during the external examination period, they will need the school to submit a *Variation to venue* application to the QCAA.

Note: situations that are of the student's or parent/carer's own choosing (e.g. family holidays) are **not** eligible for consideration.

If the absence is approved, the following actions apply:

- for examinations – the student will complete a comparable examination before the due date
- for non-examinations – students will submit/present the assessment on or before the due date.

Student to complete – Student Name: _____ **Year Level:** _____

Reason for absence:	
Date/s absent:	
Assessment due in this time:	

Head of Department – Senior Secondary to complete (in consultation with the relevant Curriculum HOD/s):

Approval of absence:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Revised due date/s:	

Administration use only:

- Copy given to student Copy given to subject teacher/s & HOD
 Original placed in student file