

VET for Secondary School Students

This form is for students seeking approval to be absent from scheduled class(es). Complete Part A or Part B, whichever applies, and return the completed form to Student Administration at: enquiry@whitehouse-design.edu.au On receipt of your application, Whitehouse will reply with an acknowledgement, process the application within three working days and notify you of the outcome.

Student Details

Student ID:	Given Name:	Family Name:
Email:	Phone:	
Course Specialisation:	☐ Fashion	☐ Interiors
	☐ Styling	
☐ Parent, or	Given Name:	Family Name:
☐ Guardian:		
Email:	Phone:	

Complete only one section: **PART A or PART B (whichever applies)**

PART A – Details of Planned or Scheduled Absence

☐ Medical	☐ Compassionate Reason/s	☐ Appointment	☐ 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>			

PART B - Details of Unplanned or Unexpected Absence

☐ Medical	☐ Compassionate Reason/s	☐ Critical Incident (e.g. an accident)	☐ 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>			

Student's Signature:

Date:

Parent or Guardian Signature:

Date:

* For students under the age of 18, both the student and parent or guardian must sign the form

PLEASE NOTE:

- This form has two parts. **Part A** is to be completed for planned and scheduled absences in advance and lodged for approval at least two weeks prior, with supporting documentation
Part B is to be completed in cases of unexpected absences (i.e. medical episode, compassionate grounds, etc)
- Students are reminded to provide **proof of absence** for unexpected absences within five working days or will have the absence recorded as non-approved
- Absences from class affect overall student learning and course progression, so it is vital that there are good reasons for them, so that approvals are granted, and that appropriate support mechanisms are put in place to ensure student progression
- Whitehouse reserves the right to verify any supporting documentation, such as medical certificates and letters
- Appointments such as routine dental and medical matters should not occur in scheduled class time hours
- Absences should not be requested in the first study block, and / or to extend assessments submission due dates
- Students should retain a copy of their supporting documentation
- If leaving class early, sign off by the teacher is required and will be recorded by the Learning Management System.

WHITEHOUSE OFFICE USE ONLY			
Received by:		Date:	
Approved by:		Copy to student: ☐ Yes ☐ No	
Updated: ☐ Records Management System		☐ Student File Date:	