

CHELtenham GIRLS' HIGH SCHOOL
SCHOOL BUSINESS OR APPROVED LEAVE APPLICATION

(To be used by students anticipating absence from an assessment task due to school business or approved leave)

Student Name..... Subject Course (circle one) HSC; PRELIM; RoSA.

Class: Year.....

Task: % Value

Date Due/Scheduled.....

Teacher's Name.....

Please explain the nature of the school business or approved leave

Documentary Evidence Sighted Yes/No Form of evidence

1. Student's Signature Date

2. Parent's Signature Date

3. Class teacher's comment

4. Deputy Principal Signature Date

5. THIS PROFORMA NOW TO BE HANDED TO THE FACULTY HEAD TEACHER PRIOR TO THE DUE DATE OF THE ASSESSMENT TASK.

6. Head Teacher Determination:

- Original task to be completed on/by (date) []
Alternative task to be completed on/by (date) []

NOTE: Where the student submits the task or this application after the due date, refer to the table of penalties as detailed in the policy.

Head Teacher's comment (if applicable) []

7. Head Teacher Signature..... Date

8. THIS PROFORMA NOW TO BE RETURNED TO THE STUDENT FOR PARENT ACKNOWLEDGEMENT

9. Parental acknowledgement of Head Teacher determination

Parent Name: _____ Parent Signature: _____ Date _____

10. Student returns form to Head Teacher before assessment

Action by Head Teacher: This form now to be copied by the Head Teacher and copies distributed by the Head Teacher as below:

- Original to be filed by Head Teacher
Copy to parent

IF YOU ARE NOT SATISFIED WITH THE DETERMINATION YOU MAY REQUEST FOR VARIATION OF DETERMINATION TO THE CHAIRPERSON OF THE COMMITTEE WITHIN FIVE SCHOOL DAYS OF THE DATE IN POINT 6 ABOVE.