

PLANNED ABSENCE FORM

Thank you for informing us of a planned absence for your child/children. This form must be signed and completed by a parent/guardian/carer. If the planned absence is for medical treatment or general appointments, this form is not required.



OCEAN REEF
SENIOR HIGH SCHOOL

You can submit this form by:

1. Saving this form to your device, completing the form through a PDF reader, re-saving completed form and then attaching the file to an email to (Oceanreef.shs.enquiries@education.wa.edu.au)
2. Print this form, completing by hand and either delivering the original paper copy to Student Services or scanning and then attaching the file to an email to (Oceanreef.shs.enquiries@education.wa.edu.au)

Student Name (s)	
Year Level (s)	
Commencing On (date)	
Concluding On (date)	
Please provide details and reason for the planned absence.	

Parent Name: _____ Signature: _____ Date: _____

Principal: Dr James Kent Signature: _____ Date: _____

At Ocean Reef SHS we acknowledge your decision to take your child out of school. Your child's absence will be recorded and categorised as authorised or unauthorised based on reason provided. Please refer to the relevant School Assessment Policies, which can be located on our website, regarding the impact of authorised and unauthorised absences on assessment outcomes.

Office use only:	
<input type="checkbox"/> Authorised - approved sporting leave - cultural reasons - compassionate reasons (assessments will be excluded)	<input type="checkbox"/> Not authorised - family holiday/trip - no reason given (assessments will not be excluded)