

Absence Learning Form

Dear Subject Teachers,

_____ will be participating in _____

on/from _____

Please fill out the information below and sign. If **not up-to-date** please explain the reason.

Subjects missed	Up-to - date (Y/N)	Work set during approved absence	Teacher signature

Procedure:

1. Student to get an Absence Learning form from the Student Hub
2. Student to see all teachers of classes that will be missed to record the work they will miss
3. Student to show completed form to the staff member responsible for the activity
4. Staff member to tick student off on a list
5. Staff member will provide the AP of the Senior School with the list, (by two days after the activity)