**Notification of Absence**

With our strong and stated philosophy of assisting our student athletes to balance their academic and sporting achievements, it is a policy and requirement of Manor Lakes College Athlete Development Program and the Sports Academy that all absences are accounted for. It is your responsibility to notify the relevant Year Level Coordinator and your Athlete Development teacher with completion of this form.

Please advise key staff about the times and dates that you will be absent from school due to sporting commitments or holidays by:

1. Completing the relevant details below including **parent or carer signature(s)**
2. **Year Level Coordinator** to sign form.
3. **Athlete development teacher** to sign form.
4. **This form must be submitted ONE WEEK prior** to your absence for it to be considered as an “approved” absence.

Note: this doesn’t automatically guarantee that it will be recorded as “approved”.

1. **Please attach relevant information** about your absence.

It is also your responsibility to find out the school work you have missed during the absence and to complete all set class work on your return. You may need to sit redemption for some tasks. You should get your teachers to fill work to be completed and check Compass regularly. If you are absent because of injury or illness, simply call the College in the usual manner.

Once your form is returned to the ADP Teacher, we will provide copies to the relevant Attendance officer for your year level.

Student Name: \_Home Group: Sport:

Dates absent: Reason for Absence:

Venue/Location: \_

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| **Teacher** | **Subject** | **Signature** | **Work Set** |
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1. Parent or Carer Signature: \_
2. Year Level Coordinator signature: \_
3. Athlete Development Teacher : **Approved Absence: Yes / No**