



## Illness or Misadventure Form – Year 10 to Year 12

The student and parent/carer must complete this form when:

- a student is absent on the due date of an assessable task or experiences significant misadventure in the days leading up to an assessable task (send this form to the relevant Head of Department and the Director of Curriculum), or
- a student is absent on the day of an examination or experiences significant misadventure in the days leading up to an examination (send this form to the Director of Curriculum).

Name: \_\_\_\_\_ Year: \_\_\_\_\_

Course: \_\_\_\_\_ Teacher: \_\_\_\_\_

Title of Task: \_\_\_\_\_

Weighting of Task: \_\_\_\_\_ Due Date: \_\_\_\_\_

**I declare that \_\_\_\_\_ was absent from the College on \_\_\_\_\_ /or  
unable to complete the task for the following reasons:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**The following documentary evidence is attached (e.g. Doctor's Certificate):** \_\_\_\_\_

\_\_\_\_\_

Parent / Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended Outcome: \_\_\_\_\_

\_\_\_\_\_

New Due Date: \_\_\_\_\_ HOD Signature: \_\_\_\_\_

Decision:  Approved  Not Approved  Other: \_\_\_\_\_

Signed: \_\_\_\_\_ Mrs Amy Woodward, Director of Curriculum

Office Use Only:

Date Received & Filed: \_\_\_\_\_

Notified HOD / Class Teacher

Notified Student

Recorded on Summary Sheet

Issued: March 2024