



# TRINITY BAY STATE HIGH SCHOOL

## Application Form for School Approved Absence (SAA) For Year 10, 11 and 12 students

Students may engage in a range of learning experiences or activities that exist outside traditional school-based activities. These activities may involve prolonged absences from school and do not meet the requirements for Access Arrangements and Reasonable Adjustments (AARA). Situations that are of the student's or parent/carer's own choosing (e.g. family holidays and reunions) are not eligible for consideration (Page 106 of QCE/QCIA Handbook).

If a SAA is approved and the student will be absent the day the assessment is due, the following actions apply:

- For examinations – a comparable examination will be administered to the student **before the absence**.
- For non-examinations – students are required to submit/present the assessment **on or before the due date**.

|  |  |   |  |
|--|--|---|--|
| Name                                     |  |   |  |
| Year level                               |  | DOB   |  |
| Subject                                  |  | Teacher   |  |
| Signed by student                        |  | Date  |  |
| What assessment is the SAA required for? |  |   |  |
| Assessment due date                      |  |   |  |
| Why is the SAA required?                 | <input type="checkbox"/> School excursion  | <input type="checkbox"/> Student exchange programs  |  |
|  | <input type="checkbox"/> School, district, regional, state or national representation for school-supported sport                                   | <input type="checkbox"/> School, district, regional, state or national representation for artistic endeavours |  |
|  | <input type="checkbox"/> Audition or entrance exams (state, interstate or international)   | <input type="checkbox"/> External RTO course  |  |
|  | <input type="checkbox"/> Clontarf camp   | <input type="checkbox"/> Other  |  |
| Further clarifying details               |  |   |  |
| Supporting documentation                 | <input type="checkbox"/> Police Reports/Official notices<br><input type="checkbox"/> Written evidence from an independent professional/third party |   |  |
| SAA requested                            | <input type="checkbox"/> Comparable assessment   | <input type="checkbox"/> Extension  |  |
| Approved                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No  | Date  |  |
| Signed by Principal's Delegate           |  | Details   |  |
| Copy of Application                      | <input type="checkbox"/> Student and Parent/caregiver<br><input type="checkbox"/> Teachers/HoDs  |   |  |