



## Prior Arrangement Form - Year 7 to Year 9

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

- a student knows they will be absent on the due date of an assessable task (send this form to the relevant Head of Department), or
- a student knows they will to be absent from an examination (send this to the Director of Curriculum).

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

is unable to complete the task for the following reasons:

**More than 3 tasks due in one week** (include details of tasks due):

Task 1: \_\_\_\_\_

Task 2: \_\_\_\_\_

Task 3: \_\_\_\_\_

Task 4: \_\_\_\_\_

**Attending a College authorised event.**

Event Name: \_\_\_\_\_

**On approved extended leave** (must have an approved Application for Extended Leave).

Approved Leave Dates: \_\_\_\_\_

**Will be absent from the College for other reason** (attach evidence with this form).

Reason: \_\_\_\_\_

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

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

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

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

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

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

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

Signed: \_\_\_\_\_ Mrs Amy Woodward, Director of Curriculum  
(Years 7 – 9 Examinations Only)

Office Use Only:

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

Notified HOD / Class Teacher

Notified Student

Recorded on Summary Sheet

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