



## Late Start/Early Departure Form

<b>NAME:</b>		<b>Year:</b>
--------------	--	--------------

This form is to be used for students who are seeking permission to start school late or leave school early. All variations to school start and end times need to be approved by the Deputy Principal 11/12 or Head of Department Senior School.

Students who choose to arrive late or leave early will need to **sign in or sign out at Student Services**. Those arriving late must be **signed in at school before the bell rings** for their scheduled class or they will be recorded **late – unexplained** (and parents will then receive an SMS to this effect).

*The table below will indicate the agreed times a student can sign in late or sign out early. If the time varies, please write it in the closest timeslot.*

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Period 1</b>	8:50am – 10:10am	8:50am – 10:10am N/A* Attendance compulsory	8:50am – 10:10am	8:50am – 10:10am	8:50am – 10:10am
<b>Period 2</b>	10:10am – 11:20am	10:10am – 11:20am	10:10am – 11:20am	10:10am – 11:20am	10:10am – 11:20am
<b>1<sup>st</sup> Break</b>	11:20am – 12:05pm	11:20am – 12:05pm	11:20am – 11:50am	11:20am – 12:05pm	11:20am – 12:05pm
<b>Period 3</b>	12:05pm – 1:15pm	12:05pm – 1:15pm	11:50am – 1pm	12:05pm – 1:15pm	12:05pm – 1:15pm
<b>2<sup>nd</sup> Break/ Period 4</b>	1:15pm – 2:55pm	1:15pm – 2:55pm	1pm – 2:55pm N/A* Form B required	1:15pm – 2:55pm	1:15pm – 2:55pm

*\*Tuesday P1 RSC class attendance is mandatory. For Wednesday P4, use the Form B.*

**Parent/ Guardian/ Carer signature:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Student signature:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**HOD Senior School signature:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Deputy Principal signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Reason for variation**      **OFFICE USE ONLY**

**Start date:** \_\_/\_\_/\_\_

Attendance at a TAFE or other training provider course	F	
Participation in a school-based apprenticeship or traineeship	F	
Day: _____ Time: _____		
Student is participating in a work experience program approved and organised by the school	W	
Student is not required to attend school as it is not included in their educational program	B	
Student is approved to not attend specified Period 1 or 4 with the following code:		
TFE    SAT    SDE    STY		
Other		