

## Illness/Misadventure Application Form

**Please submit immediately before or after illness/misadventure to your Course Teacher**

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_

Teacher: \_\_\_\_\_ Task Name: \_\_\_\_\_

Date Due: \_\_\_\_\_ Date of submission of request form: \_\_\_\_\_

Course Teacher/Head Teacher contacted: YES / NO Date of this contact: \_\_\_\_\_

**If your application is highly confidential or sensitive in nature you may contact the Principal directly**

Nature of request (please select): ☐ ILLNESS ☐ MISADVENTURE

Please **provide details** and **attach independent evidence** to this form:

---

---

---

---

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART 2 – STAFF ONLY**  
**Illness/Misadventure Application Form**

**STEP 1: Head Teacher**

Student name: \_\_\_\_\_ Task name: \_\_\_\_\_

Course: \_\_\_\_\_ Faculty: \_\_\_\_\_

☐ Not Supported

☐ Supported (GO TO STEP 2)

☐ Insufficient cause demonstrated – zero marks awarded

☐ 'N' Warning letter sent

☐ Student informed and recorded

Additional comments: \_\_\_\_\_

**STEP 2 – Decision**

☐ New date to complete/submit the same task

New Due Date: \_\_\_\_\_

☐ New date to complete like task

New Due Date: \_\_\_\_\_

☐ Exempt from task (Principal direction only)

☐ Student/Supervisor informed of decision

☐ Recorded

Additional comments: \_\_\_\_\_

Signed: \_\_\_\_\_ (Head Teacher) Date: \_\_\_\_\_ (Head Teacher)

**STEP 3 – Right of Appeal to Deputy Principal**

A student has the right to appeal the decision made in Step 1. The student must present in writing **explicit reasons/any new evidence** for appealing the HT decision and submit this written appeal to the **Deputy Principal** (within 2 school days of the HT decision).

**Deputy Principal Decision**

☐ Appeal Supported

☐ Appeal Not Supported

Additional comments/reasons: \_\_\_\_\_

☐ Student/Supervisor informed

☐ Head Teacher informed

Signed: \_\_\_\_\_ (Deputy Principal) Date: \_\_\_\_\_ (Deputy Principal)

**STEP 4 – Right of Appeal to Principal**

A student has the right to appeal the decision made in Step 3. The student must present in writing **explicit reasons/any new evidence** for appealing the Deputy Principal decision and submit this written appeal to the **Principal** (within 2 school days of the DP decision).

**Principal Decision**

☐ Appeal Supported

☐ Appeal Not Supported

Additional comments/reasons: \_\_\_\_\_

☐ Student informed

☐ Head Teacher informed

☐ Deputy Principal informed

Signed: \_\_\_\_\_ (Principal) Date: \_\_\_\_\_ (Principal)