

Request for Absence



A Request of Absence can be completed if your child has a permanent booking at the service for occasions such as planned holidays and pupil free days.

This form needs to be submitted **at least 5 business days prior to the absence** to receive the reduced absence fee of 50% of the daily fee (less CCS entitlements – available on 42 absences per financial year per child)

This form can also be used for occasions where child illness prevents attendance and a medical certificate is supplied within **5 business days after the absence** and will be charged the reduced absence fee.

If **less than 5 business days prior to the absences** you will be charged your regular daily fee (less CCS entitlements).

Account Name	
Child/ren's Name/s	
Service Name (please select your service)	<input type="checkbox"/> Birchip Long Day Care <input type="checkbox"/> Donald Children's Centre <input type="checkbox"/> Mirboo North Early Learning Centre <input type="checkbox"/> Stawell Community Hub
Date of Absence	
Reason	

Signed:

Date:

<i>Office Use Only</i>	Processed by:	Date:
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