



Attendance Plan — Timetable clash: Year 12 Units 3 & 4

School-based students

2027

This form is only to be completed by the base school supervisor.

All sections must be completed before this application can be assessed.

Approval conditions:

- Students are required to meet all timelines for assessment as outlined in their work rate calendar.
- Students who are on an attendance plan due to a timetable clash are required to access recorded lessons on a daily basis and complete required online content activities and subject course material.
- Students who are on an attendance plan can attend lessons if they are able to do so.
- Attendance plans will not be approved for Languages or VET subjects due to the mandatory verbal communication which is part of the course and is assessed.

Completed application to be emailed to absences@brisbanesde.eq.edu.au.

Contact information

School name			
Supervisor's name		Email	@eq.edu.au
School-based generic email	@eq.edu.au		

Subject: Separate forms are to be completed for each individual subject

Subject name	
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Student information

Student name/s	Additional information: E.g. late arrival, overlapping lesson
1.	
2.	
3.	
4.	

Timetable clash details: This Plan relates to your student/s **BrisbaneSDE** timetable only.

Tick which period/s that your student/s **can** attend. All student/s must attend a **minimum of two out of three lessons per week**.

Lesson		Monday	Tuesday	Wednesday	Thursday	Friday	Date requested
Period 1	8.00 am – 9.10 am						From:
Period 2	9.10 am – 10.20 am						
Period 3	10.45 am – 11.55 pm						
	10.55 am – 12.05 pm						To:
	11.20 am – 12.30 pm						
Period 4	12.50 pm – 2.00 pm						
All lessons							

Acknowledgement

I acknowledge that any approved attendance plan may be withdrawn at any time if the student does not comply with the Enrolment Agreement and conditions listed in this document or if the student does not maintain a satisfactory level of achievement.

Base school supervisor's name	Base school supervisor's signature		Date
Office use only	Application approved	Deputy Principal signature	Date
	Yes No		