

## Request for Absence

A request of absence can be completed if your child has a permanent booking at either Before or After School Care 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 25% 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).

**Please return this form to your service via email.**

<b>Account Name</b>		
<b>Child/ren's Name/s</b>		
<b>Service Name</b> (please select your service)	<b>Before School Care</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Ararat 800</b> return to: <a href="mailto:ararat800.oshc@ymca.org.au">ararat800.oshc@ymca.org.au</a></li> <li><input type="checkbox"/> <b>BMG – Woodlea Campus</b> return to: <a href="mailto:woodlea.oshc@ymca.org.au">woodlea.oshc@ymca.org.au</a></li> <li><input type="checkbox"/> <b>Newington</b> return to: <a href="mailto:ballarat.urquhartoshc@ymca.org.au">ballarat.urquhartoshc@ymca.org.au</a></li> </ul>	<b>After School Care</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Alfredton</b> return to: <a href="mailto:ballarat.alfredtonasc@ymca.org.au">ballarat.alfredtonasc@ymca.org.au</a></li> <li><input type="checkbox"/> <b>Ararat 800</b> return to: <a href="mailto:ararat800.oshc@ymca.org.au">ararat800.oshc@ymca.org.au</a></li> <li><input type="checkbox"/> <b>Ballarat North</b> return to: <a href="mailto:Ballarat.Northoshc@ymca.org.au">Ballarat.Northoshc@ymca.org.au</a></li> <li><input type="checkbox"/> <b>BMG - Maddingley Campus</b> return to: <a href="mailto:bacchusmarsh.oshc@ymca.org.au">bacchusmarsh.oshc@ymca.org.au</a></li> <li><input type="checkbox"/> <b>BMG - Woodlea Campus</b> return to: <a href="mailto:woodlea.oshc@ymca.org.au">woodlea.oshc@ymca.org.au</a></li> <li><input type="checkbox"/> <b>Hamilton (Gray St)</b> return to: <a href="mailto:hamilton.oshc@ymca.org.au">hamilton.oshc@ymca.org.au</a></li> <li><input type="checkbox"/> <b>Newington</b> return to: <a href="mailto:ballarat.urquhartoshc@ymca.org.au">ballarat.urquhartoshc@ymca.org.au</a></li> <li><input type="checkbox"/> <b>Our Lady Help of Christians</b> return to: <a href="mailto:ballarat.urquhartoshc@ymca.org.au">ballarat.urquhartoshc@ymca.org.au</a></li> <li><input type="checkbox"/> <b>Portland</b> return to: <a href="mailto:portland.oshc@ymca.org.au">portland.oshc@ymca.org.au</a></li> <li><input type="checkbox"/> <b>Siena</b> return to: <a href="mailto:siena.oshc@ymca.org.au">siena.oshc@ymca.org.au</a></li> </ul>
<b>Date of Absence</b>		
<b>Reason</b>		

**Signed:**

**Date:**

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