Appendix3 **Assessment To Be Missed Due to School/Other Business**

**Rescheduling Tasks due to Absence**

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| **Date/s of Absences: …………………………** to **…………………………** |
| **Reason for Absence:** …………………………………………………………………………….…………………………….………………………………………..  ………………………………………………………………………………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………………………………………………………………… |

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| --- | --- | --- | --- |
| **Task Rescheduled**  **Original Date** | **Teacher \**  **Head Teacher** | **New date, time and place** | **Submitted**  **(DP to sign and date)** |
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**I agree that it is my responsibility to complete each task as allocated**

Name: ……………………………………………. Signature: ………………………………………… Date: ……/……/......