

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).

Account Name		
Child/ren's Name/s		
Service Name (please select your service)	Before School Care	After School Care
	<input type="checkbox"/> Ararat BSC <input type="checkbox"/> Bacchus Marsh Grammar - Maddingley Campus BSC <input type="checkbox"/> Bacchus Marsh Grammar - Woodlea Campus BSC <input type="checkbox"/> Urquhart Park BSC	<input type="checkbox"/> Alfredton ASC <input type="checkbox"/> Ararat ASC <input type="checkbox"/> Bacchus Marsh Grammar - Maddingley Campus ASC <input type="checkbox"/> Bacchus Marsh Grammar - Woodlea Campus ASC <input type="checkbox"/> Lucas ASC <input type="checkbox"/> Our Lady Help of Christians ASC <input type="checkbox"/> Portland ASC <input type="checkbox"/> Stawell ASC <input type="checkbox"/> Urquhart Park ASC
Date of Absence		
Reason		

Please submit this form to via email: ballarat@ymca.org.au or in person at YMCA at Barkly Square (25-39 Barkly Street, Ballarat).

Signed:

Date:

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