

Sixth Form Absence Request Form 2018/2019

All absences need to be approved in advance for medical appointments, educational visits and other activities which have to be made in school time. Please try wherever possible to make appointments outside of timetabled lessons. Remember to also advise your Teachers of your absence from their lessons so that any work you may be missing can be emailed to you.

Student name: _____

Year of study: _____ Advisory Group: C

Reason for absence: _____

(e.g. GP/Hospital/Dentist/Optician appointment; university visit; driving test; funeral)

Date of absence: _____

(a copy of the appointment card for medical appointments may be requested)

Time of appointment (if applicable): _____

Time of departure from school: _____

Time of arrival back at school: _____ (or) not returning to school

Parent/Guardian name: _____

Parent/Guardian signature: _____

For Sixth Form office use only

Approved by (name): _____

Signature: _____

Date approved: _____

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