

## Sixth Form Absence Request Form 2023/2024

*All absences need to be approved in advance for medical/dental appointments or educational visits which have to be made in school time. Please try wherever possible to make appointments out of lesson time. Remember to also advise your teachers of your absence from their lesson as applicable.*

Student Name: \_\_\_\_\_

Year: \_\_\_\_\_ Advisory: \_\_\_\_\_

Appointment Type: \_\_\_\_\_  
(e.g. GP/hospital/dental/optician/ university visit/job interview/funeral/driving test)

Date of Appointment: \_\_\_\_\_  
(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 into school: \_\_\_\_\_ Not Returning to school:

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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**For Sixth Form Office Use only**

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_

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