

SIXTH FORM REQUEST FOR ABSENCE

This form must be completed and returned to Mrs Devereux in her office.

Requests made *less than a week before* an absence may be *refused* –so be organised!

Name:

Form:

Dates of absence:

Reason for absence (include an explanation as to why you could not go out of school hours):-

Subjects:-

1. _____

2. _____

3. _____

4. _____

5. _____

.

Staff signatures agreeing to absence:-

Form Tutor's Signature supporting student absence:

Parental signature supporting student absence:

Date: _____