

SIXTH FORM REQUEST FOR ABSENCE

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

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

Name:

Form:

Date and time of absence:

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

Subject lessons/Elite Sports sessions that will be missed-

1.

2.

3.

4.

5.

Form Tutor's Signature supporting student absence:

It is the student's responsibility to contact the teachers to find out what work will be missed, to access Google Classroom to 'collect' the work and to meet the deadlines for any assignments set.

Parental signature supporting student absence:

Date: _____