Sixth Form Absence Request Form

|  |  |  |
| --- | --- | --- |
| **Name of Student** | **Date of Birth**  | **Sixth Form Tutor Group** |
|  |  |  |

I, being the parent/carer of the above named Sixth Form Student; request that you allow my child to be absent from school on the following day/s.

I accept that any absence may have a detrimental impact on academic progress. I also accept that the Sixth Form cannot be expected to provide extra work to compensate for the missed time and my child will need to complete all relevant work to enable him/her to catch up as soon as possible on his/her return.

*\*\*From the 1st September 2013, the change to the law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of the leave. Parents can be fined by the Local Authority for taking their children on holiday during term time without consent from the school.*

**Thank you for providing us with prior notification of this absence.**

Requested period of absence:-

Date(s): …………………………..………… Start time: …………………… Finish time:………………….….

|  |  |
| --- | --- |
| **Tick** |  **Reason absence requested** |
| **An official medical appointment card must accompany all medical appointment requests. If an emergency appointment, please request this is provided at the time of the appointment.**  |
|  | Medical appointment (doctor, dentist, optician etc)  |
|  | Hospital appointment |
|  | University / College visit |
|  | Interview |
|  | Annual family holiday\*\* |
|  | Other (please specify) |

If this is a holiday, why must it be taken in school time\*\*?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will any exams or assessments be missed? Yes / No

If Yes which exams will be missed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your child must ensure that they inform their subject teachers and complete all work missed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject 1** | **Subject 2** | **Subject 3** | **Subject 4** | **Subject 5** |
|  |  |  |  |  |

Name of parent / carer (block capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Student:**

**Please hand this form to your Sixth Form Tutor to speak to and have signed. Then take to the Head of Sixth Form for authorisation. Finally, please return this form to The Sixth Form Reception for filing.**

|  |  |  |
| --- | --- | --- |
| **For Office Use Only** | **Signature** | **Date** |
| Signature of Form Tutor |  |  |
| Signature of Head of Sixth Form |  |  |
| Appointment card received? |  |  |
| Response Sent to Parent/Carer |  |  |
| Marks Edited/Form Filed |  |  |