

Sixth Form Leave of Absence Request

Students should complete both sides of this form, inclusive of asking teachers to sign and comment, before submitting it to the Head of Sixth Form.

Student name	
Form Tutor	
Dates and times of requested leave	
Number of days to be missed	
Reason for absence	

Impact on lessons (students to ask staff to sign and comment upon work missed)

Subject	Staff comment	Staff initials
1.		
2.		
3.		
4.		

Form Tutor comment	No. of absent days this year

University visits

If your absence is to view universities, please indicate which institution and the nature of your visit, e.g. interview, one to one tour, Open Day, etc.

Date of visit	University/ College	Nature of visit
DD/MM/YYYY		

Parent/ guardian consent

I confirm that the form is complete, and hereby formally request leave of absence for my son.

	Student	Parent/ guardian
Signature		
Print name		
Date		

Please submit your completed form to Mrs Plummer, Assistant Head: Sixth Form.

Head of Sixth Form's response	
☐ Approved, with expectation that all missed work is completed ☐ Approved, with concerns regarding some of the Tutors' comments ☐ Considerable reservations about absence at this stage	
Comments	
Signature	Date