

6th Form PLANNED ABSENCE Form

Please use this form if you wish to apply for permission to be absent. You must submit the form at least 3 working days before the date of absence. It is up to the academy to agree this planned absence. If we agree in advance of your absence, then your Attendance/ 16-19 Bursary payment will not be affected. **Return completed form to the Sixth Form office.**

Name of Student:

Date of Absence:

All Day: YES / NO

Please tick which lesson(s) you will be absent from.

Monday P1	Monday P2	Monday P3	Monday P4	Monday P5	Monday P6	Tuesday P1	Tuesday P2	Tuesday P3	Tuesday P4	Tuesday P5	Tuesday P6	Wednesday P1	Wednesday P2	Wednesday P3	Wednesday P4	Wednesday P5	Wednesday P6	Thursday P1	Thursday P2	Thursday P3	Thursday P4	Thursday P5	Thursday P6	Friday P1	Friday P2	Friday P3	Friday P4	Friday P5

Reason for absence:

Please attach any relevant documents e.g. appointment slips, copy of hospital letter etc.

Date form submitted:

Signed Student:

Absence approved Absence not approved reason:

Signed:
(Head of Sixth Form/Attendance)

Date:

To be returned to student upon decision

Name of Student:

Date of absence:

Absence approved Absence not approved reason:

Signed:
(Head of Sixth Form/Attendance)

Date: