



## SIXTH FORM APPROVED ABSENCE FORM

This form should be used for absences that are not through school organised events and are for longer than a single school day.

In order for the absence to be approved and to avoid disciplinary action, this form must be countersigned by teacher in each of the student's subjects to confirm that **work has been sought** for the period of absence and that the student **will not miss any examinations, controlled assessments or similarly important aspects of their courses**.

A parent/carer must also sign this form.

|                                 |         |          |             |                                |  |
|---------------------------------|---------|----------|-------------|--------------------------------|--|
| Name                            |         |          | Tutor Group |                                |  |
| Start Date                      |         | End Date |             | Duration<br>(School days only) |  |
| Reason for Absence              |         |          |             |                                |  |
|                                 |         |          |             |                                |  |
| How will this support learning? |         |          |             |                                |  |
|                                 |         |          |             |                                |  |
| Teacher Approval                |         |          |             |                                |  |
| Subject                         | Teacher |          | Signature   |                                |  |
|                                 |         |          |             |                                |  |
|                                 |         |          |             |                                |  |
|                                 |         |          |             |                                |  |
|                                 |         |          |             |                                |  |
|                                 |         |          |             |                                |  |
|                                 |         |          |             |                                |  |

|                        |  |      |  |
|------------------------|--|------|--|
| Parent/Carer Signature |  | Date |  |
|------------------------|--|------|--|

Once completed, this form should be handed to Mr Callaway, Head of Sixth Form.

*For Office Use Only*

|                  |  |                   |  |
|------------------|--|-------------------|--|
| Date Received    |  | Status of Absence |  |
| Additional Notes |  |                   |  |