



# High School Sixth Form

## Planned Absence Form

e.g. University Interviews / Open Days / Work Experience Days

This form must be completed and handed in to the Sixth Form office **at least two days BEFORE the planned absence**, together with a letter from your parent/carer confirming the reason.

The Director/Assistant Director of Post 16 will sign this only if you are authorised to go.

NAME: \_\_\_\_\_ TUTOR GROUP: SF \_\_\_\_\_

Date of Planned Absence: ..... / ..... / ..... Senior Prefect: YES / NO

Reason for absence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	Subject	Staff Signature confirming work has been set as appropriate
1.		
2.		
3.		
4.		
5.		

Tutor signature \_\_\_\_\_

Attendance % \_\_\_\_\_

Director/Assistant Director of Post-16 signature if authorised

\_\_\_\_\_

Date: ..... / ..... / .....