

SIXTH FORM APPLICATION FOR LEAVE OF ABSENCE

The student making this application should:

- a) obtain parent/guardian's signature.
- b) return the form to school to Head of Sixth Form (and Headteacher, if applicable) for approval.
- c) obtain signatures from Tutor (and Careers' staff if Open Day visit).
- d) take the form to all subject staff involved.
- e) sign and return the form to the Sixth Form Office.

Please note the following:

- ❖ Sixth Form students will not be granted leave of absence for family holidays.
- ❖ Students may take no more than three days per term (including travelling time) to attend relevant Open Days.

Name of Student: _____ Tutor Group: _____
Dates for which permission for leave of absence is requested. <u>Please include timings if you are absent for only part of the day.</u>
From: _____ To: _____
Time (if absent for part of the day): From: _____ To: _____

Nature of Leave of Absence (please tick box and add details)

<input type="checkbox"/>	Religious Holiday _____
<input type="checkbox"/>	Medical Appointment at _____
<input type="checkbox"/>	Educational Course at _____
<input type="checkbox"/>	Musical/Sporting Activity at _____
<input type="checkbox"/>	Open Day at _____ Subject _____
<input type="checkbox"/>	Taken open day report and hints/tips sheet
<input type="checkbox"/>	Interview at _____
<input type="checkbox"/>	Other _____

<u>FOR PARENTAL COMPLETION</u>	
I support my daughter's request for leave of absence as detailed above.	Headteacher: _____ (for requests for 2 or more consecutive days)
Signature: _____ (Parent/Guardian)	Head of Sixth Form : _____
Date: _____	Careers Staff: _____ (if Open Day)
	Tutor: _____

THIS ABSENCE ONLY BECOMES AUTHORISED ON RETURN OF THIS FORM
TO THE SIXTH FORM OFFICE.

STUDENT GUIDELINES

1. If permission is given for leave of absence, take this form to each of your teachers so that they can set work.

2. If you are planning an Open Day visit, please note the following points:
 - ❖ You need to balance the value of visiting an institution against the effects on your studies of missing contact time at school

 - ❖ Only visit places in which you have a strong interest and a realistic chance of achieving the required entry standard

 - ❖ Do prepare before your visit.

Take a copy of "Making the most of Open Days"

3. On completion of the form, take it to the Head of Sixth Form.

	Subject	Teacher	No. of Lessons Missed	Comment/Work Set	Teacher's Signature
1					
2					
3					
4					
5					
6					
7					
8					

I accept responsibility for making up work missed as soon as possible after my absence.

Signature of Student

Date