



Kingsmead Sixth Form

Request for Absence Permission

This form must be completed whenever you need to miss a lesson, including visits organised by other subjects, open days, appointments, etc. One form should be completed for each day of absence. It must be returned to the Sixth Form Administrator together with evidence i.e. Appointment Notes, Permission Slips. If both of these are not returned an unauthorised absence will be recorded.

Student Name:	
Day/Date of requested absence:	
Reason for requested absence:	

Lesson and Location	Staff Name	Approval
		<p>I agree that the student named above may miss the lesson, providing all reasonable steps are made to catch up the work.</p> <p style="text-align: center;"><input type="checkbox"/> Please Tick</p> <p>or</p> <p>The student should not miss the lesson because...</p> <div style="border: 1px solid black; height: 60px; width: 100%; margin: 5px 0;"></div> <p>Signed: _____</p>
		<p>I agree that the student named above may miss the lesson, providing all reasonable steps are made to catch up the work.</p> <p style="text-align: center;"><input type="checkbox"/> Please Tick</p> <p>or</p> <p>The student should not miss the lesson because...</p> <div style="border: 1px solid black; height: 60px; width: 100%; margin: 5px 0;"></div> <p>Signed: _____</p>



Lesson and Location	Staff Name	Approval
		<p>I agree that the student named above may miss the lesson, providing all reasonable steps are made to catch up the work. <input type="checkbox"/> Please Tick</p> <p>or</p> <p>The student should not miss the lesson because...</p> <div data-bbox="635 577 1362 763" style="border: 1px solid black; height: 80px; width: 100%;"></div> <p>Signed: _____</p>
		<p>I agree that the student named above may miss the lesson, providing all reasonable steps are made to catch up the work. <input type="checkbox"/> Please Tick</p> <p>or</p> <p>The student should not miss the lesson because...</p> <div data-bbox="635 1088 1362 1274" style="border: 1px solid black; height: 80px; width: 100%;"></div> <p>Signed: _____</p>
		<p>I agree that the student named above may miss the lesson, providing all reasonable steps are made to catch up the work. <input type="checkbox"/> Please Tick</p> <p>or</p> <p>The student should not miss the lesson because...</p> <div data-bbox="635 1599 1362 1785" style="border: 1px solid black; height: 80px; width: 100%;"></div> <p>Signed: _____</p>

Approved by Head of Sixth Form: _____

Dated: _____