



SIXTH FORM

Application for Authorised Absence

This application must be submitted to your Tutor at least 3 days in advance along with proof of appointment where possible:

To be completed by student

Name: Tutor

Date of absence

Please tick

Period 1	<input type="checkbox"/>	Period 2	<input type="checkbox"/>	Period 3	<input type="checkbox"/>	Period 4	<input type="checkbox"/>	Period 5	<input type="checkbox"/>	Twilight	<input type="checkbox"/>
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Reason for absence

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Signed..... Date.....

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To be completed by tutor

Proof of absence

Appointment Card	<input type="checkbox"/>
Letter	<input type="checkbox"/>
Email	<input type="checkbox"/>
Text	<input type="checkbox"/>
Other	<input type="checkbox"/>

Absence authorised/unauthorised

Tutor signature..... Date