

SIXTH FORM PLANNED ABSENCE REQUEST

Planned absences must be agreed at least two days prior to the date of the absence - and submitted to attendance@liftmarlingschool.org
Failure to provide notice may result in the request being unauthorised.

Student: _____ Tutor Group: _____

Dates of Absence: _____

Time: From: _____ Until: _____

Reason for Absence

1. Name of University: _____ Open Day/Taster Day/Interview

2. Time of Medical/Dental Appointment: _____

3. Other: _____

Reason absence could not be outside of school hours (excluding university):

I will collect and complete any work that I will miss prior to my next timetabled lesson.

You must ask your teachers to initial below to acknowledge their permission for you to be absent from their lesson.

Three signatures are required before emailing this form to attendance@liftmarlingschool.org – or you may hand in the form to Attendance.

P1 _____ P2 _____ P3 _____ P4 _____ P5 _____

Signed: Student: _____ Date: _____

Agreed By: Tutor: _____ Date: _____

Head of Year: _____ Date: _____