

SIXTH FORM PROPOSED ABSENCE FORM

This form should be completed at least **48 hours** before the proposed absence. If your absence is for a university visit/interview or is careers and job related please ensure that Mrs Hawkins also signs your form.

NAME	
Form and Tutor	
Date of Proposed Absence	
Reason for Proposed Absence	

Period 1	Subject	
	Teacher	
	Subject Teacher's signature	
Period 2	Subject	
	Teacher	
	Subject Teacher's signature	
Period 3	Subject	
	Teacher	
	Subject Teacher's signature	
Period 4	Subject	
	Teacher	
	Subject Teacher's signature	
Period 5	Subject	
	Teacher	
	Subject Teacher's signature	

Form Tutor's signature			
Mrs Shales' signature			
Mrs Hawkins' signature			
Date	SIMS	Spreadsheet	