

YEAR 13 SIXTH FORM PROPOSED ABSENCE FORM

This form should be completed at least **48 hours** before the proposed absence. **If your absence relates to a medical/dental appointment, please hand straight to Mrs McCrudden/Mrs Nicholls (no need for tutor to sign)**

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		
Mr Lawrence's signature		
SF Admin's signature		
Date	SIMS	Spreadsheet