

Leave of Absence Request Form 2023/24

It is your responsibility to inform the Sixth Form Office, in advance, if you will not be in on a particular day or for a particular lesson. Failure to do so will result in an unauthorised absence and, if applicable, your weekly Bursary payment being withheld for that week.

If you are aware of an absence in advance, please fill in the details below. It is essential that you get this approved by Mr Timm. Please also get it signed by your Subject Teachers if you are missing their lessons.

Examples of absences which may be authorised in advance are: A medical appointment which cannot be made out of Academy time.

- A religious holiday.
- Attendance at a funeral.
- A driving test (but not theory test or driving lessons).
- A University interview or necessary open day.
- A particular need to look after a family member - perhaps accompanying them to hospital when no one else is available to do so.
- A transport strike or interruption which will prevent you from getting to the Academy and there is no other alternative means of travel available to you.

STUDENT'S FULL NAME	
YEAR GROUP	
DATE OF APPLICATION	
DATE OF ABSENCE	
REASON FOR ABSENCE	
STUDENT SIGNATURE	
PARENT/CARER SIGNATURE	

LESSONS MISSED		
Period	Subject	Teacher Signature/Comments
Lesson 1		
Lesson 2		
Lesson 3		
Lesson 4		
Lesson 5		
Lesson 6		

FOR OFFICE USE ONLY

AUTHORISED BY	Signature:	Date:	Code:
SIMS AMENDED	Date:	Signature:	