

REQUEST FOR LEAVE

IF YOU ARE GOING TO BE ABSENT DURING TERM TIME YOU WILL NEED TO COMPLETE THIS FORM

NAME OF STUDENT:	
STUDENT ID NUMBER:	
DATE OF REQUESTED ABSENCE:	
REASON FOR ABSENCE:	
SIGNATURE(S) OF SUBJECT TUTOR(S) AFFECTED:	
SIGNATURE OF PARENT/GUARDIAN: (IF UNDER 18)	DATE:
SIGNATURE PERSONAL TUTOR:	DATE:
SIGNATURE HEAD/DEPUTY HEAD:	DATE:

REQUEST FOR LEAVE OF ABSENCE SHOULD BE SUBMITTED TO YOUR PERSONAL TUTOR FIVE DAYS IN ADVANCE, UNLESS THERE ARE EXCEPTIONAL REASONS.

HOLIDAYS SHOULD BE TAKEN OUT OF TERM TIME.

EFFORTS SHOULD ALSO BE MADE TO MAKE MEDICAL OR DENTAL APPOINTMENTS AFTER COLLEGE TIME, WHEREVER POSSIBLE.

LEAVE WILL BE GRANTED FOR DRIVING TESTS, BUT NOT FOR DRIVING LESSONS.

PLEASE RETURN THIS FORM FULLY COMPLETED TO THE ADMIN TEAM.