

Student Absence Request Form

Name of student:

Tutor group:

Start Date (first day of absence):

End Date (last day of absence):

Date returning to School or College:

Reason for absence:

Please note that absences taken during term time can be disruptive to your child's education, and may impact on future examination results (if applicable).

Signed (Parent or Guardian):

Date:

Please send this form to your child's tutor as soon as possible.

Office use only

Agreed by Director of Education:

Date: