



Notification of Absence Form

(To be fully completed on both sides*, and handed into S1 at least 2 days prior to absence)

***Full Name (Please print):**

***Year Group** ***Tutor Group:**

***Date(s) of Absence:**

***Reason for Absence:** Please state specifically – **evidence will be required before absence is authorised.** Please also note that authorisation may not be granted during exam season and during the Next Steps process.

*Missed Lessons

| Period | Subject | Teacher Name/Initials | Teacher emailed (Y) |
|--------|---------|-----------------------|---------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| | | | |

| Office Use: | | |
|-----------------------------|-----------------|---|
| Evidence supplied? | YES / NO | |
| Absence Authorised? | YES / NO | |
| Visit? | YES / NO | |
| WEX | YES / NO | WEX Spreadsheet and Audit |
| Unifrog | YES / NO | Interactions |
| University Open Days | YES / NO | Uni Spreadsheet updated - Number 1/2 |

PTO

*Information for University/Job Interviews

University Being Visited.....

Company Interview with.....

POSSIBLE EVIDENCE REQUIRED FOR AUTHORISED ABSENCES
Absence evidence upload link - <https://tinyurl.com/m5668tz6> or a call/email from a parent please

| Reason for absence | Example of evidence |
|---|---|
| Medical/Hospital appointment (M) | Appointment card/letter/email from GP/hospital |
| Need to look after family member or another person student has caring responsibilities for (C) | Letter/note/email from parents/carers |
| University visit/interview (J1) Only 2 University Open Days will be authorised | Letter/Email from university or confirmation of Open Day/Interview date |
| Appointment with a Connexions Personal Adviser (C) | Appointment card |
| Work Experience placement which is part of a course, and which is unpaid (W) | Unifrog placement form completed and Going ahead email received |
| Significant extra-curricular activity, such as drama, music, sport, or volunteering (C)(P) | Letter/note/email from parent/carer or other relevant party |
| Funeral (C) – one day only | Letter/note/email from parent/carer |
| Practical driving test (C) | Test date notification |
| Bereavement (C) – on day only | Letter/note/email from parent/carer |
| An emergency involving a family member or another person/student has caring responsibility for (eg sudden severe illness) (C) | Letter/note/email from parent/carer |
| University Summer School (B) | Evidence of Summer School place from University |

Before emailing/handing this form into the Sixth Form office, please be aware of the following:

- I can confirm this is a genuine reason for absence.
- **My parents are aware of this absence**

*Student Signature:

*Date: