

The Helena Romanes School and Sixth Form Centre



Request for Absence form

This form must be used in advance to let the school know that you intend to be absent. You are requesting permission – **it may not be given**. This covers; hospital appointments, *unavoidable* doctor's and dentist's appointments, open days, interviews, and approved visits (i.e. those organised by a member of staff), holiday leave, work experience, university taster courses, educational conferences, and any other visits including those organised by a member of this school's staff. This procedure ensures all who need to know are kept informed.

This form must be completed, handed in and signed one week prior to date of absence.

Student's name:		Form:
Date – from:		Date - to:
Reason for request:		
How many days have you taken off school thus far?		
Parent's signature and comment:		
Subject Teacher's Signature:	Comment:	Date:
Form Tutor's signature		
Head of Sixth Form's signature:		
Absence Authorised: Yes / No (pls circle)		