

**RMGS SIXTH FORM**

**PRE-ABSENCE FORM**

You should complete this form if you know that you will miss lessons/registration for foreseeable absences e.g., a medical appointment or a university visit. Firstly, you must ensure that the relevant subject teachers have signed this form BEFORE you are absent and then hand it to your form tutor who will authorise your absence and file this.

**Your Name:**

**Your form:**

**Home telephone number:**

**Mobile telephone number:**

**Period for which leave of absence is required** (if one day; write the same date in each space)

**From:** ..... **To:** .....

**Total number of days requested:** .....

**Reason:**

**Subject teacher's signature:** .....

**Subject teacher's signature:** .....

**Subject teacher's signature:** .....

**Subject teacher's signature:** .....

**Your signature:** .....

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**OFFICE USE ONLY:**

Evidence Supplied:                      Yes / No

Application:                                Approved / Rejected

EMA Student:                              Y / N

Signed: