

Student Future Absence Form

Students Full Name

Address

.....

.....

.....

Tutor

Student Number

Date of Birth

Declaration—To be signed by the student

<p>Date(s) of absence:</p> <p>Period(s) or Lesson(s) absent for (if absent for part of the day):</p> <p>Reason for absence:</p> <p>Please attach Documentary Evidence (if applicable)</p>

Students Signature Date

Declaration—To be signed by the parent

- I confirm that the reason(s) stated above are true.

Parents Signature Date

Declaration—To be signed by Attendance Team/Head of School/CMT Member

- Based on the students' declaration please award/do not award (delete as appropriate).

Attendance Team/Head of School/CMT Member - Signature

AUTHORISED
YES/NO

REGISTRY
Received:
Actioned: