

HGSF Sixth Form Absence Request Form

Name of student		
Date of visit		This is a recurring absence due to Work Experience (please tick) <input type="checkbox"/> From _____ to _____
Time of visit		
Reason for absence (e.g Open Day visit/Practical Driving Test/Work Experience etc)		
Signed by parent/carers		
Approved by Mrs Lambert/Mrs Roberts		
Date of approval		

Please complete and return to Sixth Form Reception. Requests should be approved before the date of the visit and before any bookings are made.

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