



## Planned Absence Form

Name	
Tutor Group	
Date(s)	

### Reason

- Medical appointment which could not be arranged outside of school hours
- Religious holiday
- Interview or visit e.g. potential employer, University interview, Open Day.
- Significant extra- curricular activity such as drama, music or sports event.
- Attendance at a funeral
- Severe disruption to your normal mode of transport.
- Driving test (note that this does not include driving lessons)
- School visits or trips
- Exams
- Other – reason given

Taught subject lessons EG maths					
Period(s)	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Teacher informed					

Signed		Tutor
Signed		6 <sup>th</sup> Form Team

### Entered into CMIS

Signed		Date	
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