



### Absence Request Slip

**Name:**  
**Year:**  
**Reason for absence:**.....

Please (print), complete this form and return it to the Sixth Form Office **at least 3 school days** before your proposed absence. Parental signature is required.

**Please be aware that holidays during term time will not be authorised and we may require evidence of frequent appointments.**

Date	Period Number	Subject	Teacher Signature	Work Set

**Parent/Carer**

Please sign below to authorise your son/daughter's absence from school and to acknowledge the work they must catch up.

Name:..... Signature:.....

**Cheney School Authorisation**

Date form received:..... Authorisation given: yes/no  
Signature of Head of Sixth Form..... Uploaded to system: yes/no

Notes:.....