

## ABSENCE REQUEST FORM

### Part A – To be completed by the student.

*This form should be submitted well in advance of the intended absence – **at least one week** – to enable time for processing. Submitting this form does not automatically mean that the intended absence is approved. Students will receive an email to notify them of the outcome once a decision has been made.*

Student's Name	
Date	
Tutor's Name	
Date(s) of absence	
Times of absence (please circle)	All Day / L1 / L2 / L3 / L4 / L5
Reason for absence	

PLEASE HAND THIS FORM IN TO RECEPTION

### Part B - For office use only

Task	Responsibility	Actioned
ARF noted in diary	Reception	(date/initials)
Decision Made	JR	Approved / Not Approved
Absence Code	JR	B C H I J M P R S T V W O G
Signature	JR	
Code added to RM	Reception	(tick)
Note added to RM	Reception	(tick)
Diary ticked	Reception	(tick)
Student informed by email	Reception	(date/initial)