

## STUDENT NOTIFICATION OF ABSENCE

This form should be completed and then handed to your tutor if you know in advance you are going to be absent for any reason e.g. medical appointment, driving test, employment, holiday or Higher Education interview. (Wherever possible please provide evidence of appointments). It is your responsibility to inform all lecturers concerned about any absence from lessons.

You should at all times try to arrange any commitments so that they do not interfere with your timetable.

Please note: missing time from a course at any stage could result in failure to complete the qualification and will have a considerable impact on the final attendance percentage, which may be reflected in any future references we provide for employers and/or Higher Education establishments. We appreciate that the College is unable to prevent a student going on holiday, but feel it our duty to point out to you the possible consequences.

Student Name:.....	Date of Birth:.....
Student Reference Number:.....	Tutor:.....
<b>Details of proposed absence:</b>	
First date of absence:.....	Last date of absence:.....
Times: From:.....	To:.....
Reason:.....	
.....	
<b>I confirm that I have read the statement at the top of this form</b>	
Student's Signature: .....	Date:.....
<b>If student is under 18 years</b>	
Parent/Carer's Signature: .....	Date:.....
<b>Signed by Tutor (please take a copy):</b>	
.....	Date:.....

Admin Use Only

Logged by:

Date: