

**FARLINGAYE HIGH SCHOOL**  
**Extended Absence Request Form For Sixth Form Students**

**NAME OF CHILD**

**DATE OF BIRTH**

**TUTOR/FORM GROUP**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, being the parent/carer of the above named Sixth Form Student, request that you allow my child to be absent from school on the following day/s. I acknowledge that Sixth Form attendance is voluntary and as such this requested absence will be recorded as authorised. I do however accept that the school strongly advises against taking unnecessary absences during term time, as they could disrupt educational progress. I accept that any absence may have a detrimental impact on academic progress. I also accept that the school cannot be expected to provide extra work to compensate for the missed time and my child will need to collect all relevant work to enable him/her to catch up as soon as possible on his/her return.

**Thank you for providing us with prior notification of this extended absence.**

Requested period of absence:- Start date: ..... Finish date:.....

Total number of days requested .....

Reason absence requested? .....

.....  
 .....

If this is a holiday, why must it be taken in school time? .....

.....  
 .....

What lessons/events will be missed? .....

.....

Will any exams or assessments be missed? .....

What will be done to catch up on missed work.....

.....

**Name of parent/carer:-** .....  
 (In Block Capitals)

**Signature**.....

Agreed ..... Mr J Lampard, Head of Sixth Form
Not Agreed ..... Mr J Lampard, Head of Sixth Form

**Date:** .....

For Office Use Only	Date
Received At School & Recorded	
Passed to JL	
Response Sent to Parent/Carer	
Marks Edited/Form Filed	