



SECONDARY SCHOOL

**WORK TO BE COMPLETED DURING ABSENCE**

Name of Student:  Tutor Group:

Date of Absence: *From*  *To*

Reason for Absence: \_\_\_\_\_

Subject	Teacher	Task Set	To Be Completed By

I do not give permission for this student to be absent from my lesson for the following reason:

Signed: \_\_\_\_\_ Teacher Date: \_\_\_\_\_

Organiser / Tutor: \_\_\_\_\_ Date: \_\_\_\_\_

The trip organiser will sign this form only when they are satisfied that the student has seen all of their teachers whose lessons will be missed. Tutors to sign if absence is not school-related.

*..continued..*



Subject	Teacher	Task Set	To Be Completed By