



Calday Grange Grammar School
Request for Absence - University Open Day / Interview

When planning to visit a university you should bear in mind that all universities have open days at weekends.

We expect that students will only use school days for university interviews where there is a clash for open days / genuine difficulty with travelling to a university. In this case, students will only be authorised up to two days.

Approval must be sought well in advance of the day of absence. Complete this form and when you have obtained the necessary signatures the Headteacher will give final approval. Then take the completed form to the Administration Office where your absence will be recorded.

Student Name		Form	
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University			
Department		Date of Visit	
Type of Visit	<input type="checkbox"/> Open Day <input type="checkbox"/> Interview <input type="checkbox"/> Other		

Parental Signature	
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Absence record	Admin Signature
Number of previous similar absences:	

Subjects missed	Subject Teacher Signature
1.	
2.	
3.	

Form Tutor Signature	
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This student has permission to be off the school site on the date stated above.	
Headteacher signature – M Rodaway	

Now take this form to the Administration Office

OFFICE USE ONLY

ALL SIGNATURES PRESENT?	COPY TO STUDENT	ABSENCE RECORDED	
YES / NO	<i>Signature</i>	<i>Signature</i>	<i>Date</i>