# Pupil Authorised Absence Form

**Ermysted's Grammar School**

Any pupil knowing in advance that they will miss certain lessons should complete this electronic form to request authorisation. Failure to do so may lead to the absence being recorded as unauthorised.

**Name**: Click or tap here to enter text.

**Form**: Click or tap here to enter text.

**Date of absence**: Click or tap to enter a date.

**Reason for absence (please provide evidence where necessary):**

|  |  |
| --- | --- |
| Medical/dental appointment | Click or tap here to enter text. |
| Hospital appointment | Click or tap here to enter text. |
| Driving test | Click or tap here to enter text. |
| University Open Day | Click or tap here to enter text. |
| Sporting fixture | Click or tap here to enter text. | Signature of PE teacher |  |
| Signature of parent/carer |  |
| Other | Click or tap here to enter text. |

**Complete the table below for the periods for which you will be absent:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | P1 | P2 | P3 | P4 | P5 |
| Subject | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Name of Teacher | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Pupils must find out what work will be covered in the periods missed and agree to complete all work required in due course.

***Please return this form to the School Office by email for authorisation – admin@ermysteds.uk***

*For office use only*

**Authorisation**: Choose an item.

**Additional comment if permission is withheld:** Click or tap here to enter text.

**Date**: Click or tap to enter a date.