

BHASVIC

Notification of a planned absence

Student's Full Name Tutor Group

Telephone Number Home: Mobile:

Apprentice (please tick) EMA (please tick)

To be completed by student:

Date(s) of intended absence:

Evidence attached

Student's signature Date

Office use only: Date received

Logged in reception by

Absence authorised? YES / NO (refer to Senior Tutor)

Form to Reception → Information Office → Bromcom → Attendance file
(Evidence to be copied & attached to form)



Original evidence given back to student