

BHASVIC

Notification of a planned absence

Student's
Full Name

Tutor

Student's
Telephone
Number

Home:

Mobile:

To be completed by student:

Date(s) of intended absence

Evidence Attached

Student's signature Date:

Office use only

Date received

Logged in at reception by

Absence authorised? YES/NO (refer to Guidance Manager)

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



Original evidence given back to student