

Student Absence Form

This form should be filled in by the student for all absences and sent to info@creativeacademy.org

Section One to be filled in to request authorisation for a **future absence**, such as, medical appointments, bereavement/funeral, audition or other. Please note, as much notice should be provided as possible in order for your request to be met. *Evidence must be provided if available.*

Section Two to be filled in on return to Creative Academy if an **unplanned/unauthorised** absence has taken place, such as, sickness. *It is mandatory for this form to be completed on the first day of your return.*

Section Three is for office / authorised staff only.

NAME:

Section One

Date from:
Date to:
Number of days:
Module/Lessons Missed:
Reason (please provide evidence if applicable):

Section Two

Date from:
Date to:
Number of days:
Module/Lessons Missed:
Reason (please provide evidence if applicable):

Section Three (Office Use Only)

Authorisation Approved? Yes/No:
If no, reason:

Approval officers name:
Tutor informed? Yes/No:
Added to absence database? Yes/No: