



**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.

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

<b>Parental Signature</b>	
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<b>Absence record</b>	<b>Admin Signature</b>
Number of previous similar absences:	

<b>Subjects missed</b>	<b>Subject Teacher Signature</b>
1.	
2.	
3.	

<b>Form Tutor Signature</b>	
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<b>This student has permission to be off the school site on the date stated above.</b>	
<b>Headteacher signature – S Gray</b>	

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>