



REQUEST FOR LEAVE OF ABSENCE FOR A UNIVERSITY OPEN DAY

One of these forms must be completed for each of the **3 Open Days** you are permitted to attend during school term time in the duration of your Sixth Form at LRGs. (Years 12 & 13)

Parents should email this completed form to:

the **Form Teacher, Mrs Pybus** (hpybus@lrgs.org.uk), and **Mrs Haywood** (chaywood@lrgs.org.uk), as far in advance of the requested date as possible, and at the latest 7 days before the absence.

**PLEASE ASSUME THAT PERMISSION HAS BEEN GRANTED
UNLESS YOU HEAR BACK FROM ANY OF THE STAFF ABOVE.**

Please remember that many universities and departments hold Open Days on Saturdays and in holiday time. It is preferable for you to attend these so that your education in school is disrupted as little as possible.

**PLEASE ENSURE THAT STUDENTS DO NOT BOOK OPEN DAYS
THAT CLASH WITH THEIR SUMMER ASSESSMENTS.**

Name: Form:
Proposed subject/subject area of study at university:
I request permission for my son/daughter to attend the Open Day at: (name of university/college) on (date) to visit the department of Please confirm if this is your First, Second or Third Open Day
Additional Information: