

**Authorised absence request**

Before completing this form please refer to the university's Student Attendance Policy which can be accessed via <https://www2.worc.ac.uk/registryservices/documents/StudentAttendancePolicy.pdf>

As per section 2.1 of the university's Student Attendance Policy, please note that *'Students are expected to participate fully in their programme of study, engage actively with learning opportunities and take responsibility for their learning.'*

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| ***Trainee Name:*** |  | |
| ***Group:*** |  | |
| ***PAT:*** |  | |
| ***Date Request Submitted:*** |  | |
|  | | |
| **Is this request for absence for taught sessions or SE?** | | **Taught session / School Experience**  (please delete as appropriate) |
| **Reason for request** | |  |
| **Details of evidence attached**  **(if applicable)** | |  |
| **Dates and total number of days requested:** | |  |
| **Authorised by:**  To be completed by Course Leader/Cohort Lead | | Date received:  Outcome of request:  Authorised by:  Date returned to trainee: |

Please forward this request to the Course Leader for authorisation and also a copy to your Cohort Lead (for taught sessions and SE) and Primary Partnership [primarypartnership@worc.ac.uk](mailto:primarypartnership@worc.ac.uk) (for SE).