

## Student permission to leave

- The student will hand this form to reception, who will allow the student to leave (subject to the collection/ travel arrangements outlined)
- Adults, other than the parent/ carer, must be asked to bring in photo Id to prove their identity

<b>Student name</b>			<b>Year/ Tutor</b>	
<b>Date due to leave</b>		<b>Time due to leave</b>	<b>Current attendance</b>	
<b>Reason for leaving</b> <i>Please tick</i>	<input type="checkbox"/> Medical appointment <input type="checkbox"/> Dentist appointment <input type="checkbox"/> Illness <input type="checkbox"/> Other: <i>(please give details)</i>		<input type="checkbox"/> Interview <input type="checkbox"/> Educational event <input type="checkbox"/> Authorised sporting event <input type="checkbox"/> Suspended	
<b>Leaving method</b> <i>Please tick</i>	<input type="checkbox"/> Parent/ Carer collection <input type="checkbox"/> Other adult collection: <i>(full name of adult)</i> _____ <input type="checkbox"/> Walking/ Cycling home <input type="checkbox"/> Bus home <input type="checkbox"/> Other: <i>(please give details)</i>			
<b>Parent/ Carer authorisation</b>	<b>Contact name</b>		<b>Contact method</b>	<input type="checkbox"/> Email
	<b>Date/ Time contacted</b>			<input type="checkbox"/> Phone
				<input type="checkbox"/> Letter
<b>Other information</b>			<b>Time left</b>	

### Authorisation

- Authorisation 'signatures' may be obtained via phone or email for the safeguarding and principal/vice principal rather than a physical signature; please note the time of the communication and method in the signature box

	<b>Name</b>	<b>Signature</b>
<b>Head of year/ Student support assistant/ First aider</b>		
<b>Safeguarding team (for vulnerable student list)</b>		
<b>Principal/ Vice principal</b>		