



Planned Absence Request Form

To be completed when you need to take time off from the training programme [either a training session/day or during school placements] in emergency/exceptional circumstances (eg medical appointment, funeral, childcare, interview etc). Time taken for a leave of absence may need to be made up at the end of the training programme.

No leave should be taken prior to your leave of absence request being approved.

- For planned absences, at least five working days' notice is required.
- Emergencies, trainee to complete the form as soon as possible.

Trainee Name	Hub	Name of Senior Tutor	Date
Reason for absence			
Total number of days requested			
From (Date & Time)			
To (Date & Time)			
Details of supporting documents attached (if applicable)			
<i>NB: that for medical appointments or interviews CTSN expects to see proof</i>			
Please provide accurate details of your absence history to date for the current training year (if unsure please ask you Hub Administrator as absences are tracked)			
<i>Please note that incomplete forms will be returned causing delays</i>			
Senior Tutor Approval	<input type="checkbox"/> Approved in line with CTSN SCITT policy If approved, does this time need to be made up at the end of the programme? Yes <input type="checkbox"/> If yes, please give dates _____ No <input type="checkbox"/>		
Name			
Signature	<input type="checkbox"/> Refused If refused, give reason		
Date			
Please email to the Hub Administrator			
Primary Bury Hub:		Caroline Abraham: cabraham@camteach.org.uk	
Primary Cambridge Hub:		Lucy Murray: lmurray@camteach.org.uk	
Secondary Bury Hub:		Christine Barber: cbarber@camteach.org.uk	
Secondary Cambridge Hub:		Catherine Patmore: cpatmore@camteach.org.uk	