



**ST MARY'S CATHOLIC SCHOOL**  
 Headteacher: Mr A Celano, BSc (Hons), MEd  
**Sixth Form Post 18 Choices Visit Form**

Name of student: \_\_\_\_\_

Form: \_\_\_\_\_

**NOTES:**

1. Sixth form students are able to seek permission to attend up to 5 visits for post 18 choices (“Visits”) during school hours each academic year. This would include for example University Taster Days, University Open Days, Apprenticeship Seminars, employment workshops or similar.
2. We will require a minimum of 48 hours’ notice for any proposed absence to attend a Visit.
3. Students must obtain prior authorisation for each Visit from the teaching staff for each period on the day of the Visit. Final authorisation must be obtained from Miss Workman.
4. Permission to attend a Visit will be granted only on the basis that you undertake to complete any class work or homework missed due to the absence.
5. The completed form must be returned to Mrs Warren prior to each Visit and will be kept on file.

**Year 12**

Please insert the details of your timetable for the proposed day(s) of absence in Year 12 below.

Visit	Date	Place of Visit	Purpose of Visit/ title of course	Period 1		Period 2		Period 3		Period 4		Period 5		Miss Workman	Sims ✓
				Subject/ signature		Subject/ signature		Subject/ signature		Subject/ signature		Subject/ signature			
1															
2															
3															
4															
5															

NB: Staff should sign and date the form in the relevant period.



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**Year 13**

Please insert the details of your timetable for the proposed day(s) of absence in Year 13 below.

Visit	Date	Place of Visit	Purpose of Visit/ title of course	Period 1		Period 2		Period 3		Period 4		Period 5		Miss Workman	Sims ✓
				Subject/ signature		Subject/ signature		Subject/ signature		Subject/ signature		Subject/ signature			
1															
2															
3															
4															
5															

NB: Staff should sign and date the form in the relevant period.

**Careers Intervention and Support**

Details of any additional careers intervention and support e.g. referral to external adviser/organisation, referral to apprenticeship/employment opportunity etc.

Date	Action	Comments / Follow up