

Open Day Visit Request Form

Whilst the school recognises the benefit of visiting universities in which a pupil has a genuine and realistic interest it is essential that disruption caused by these visits is kept to a minimum. University visits can often take place outside advertised open days, in holidays or at weekends free from school commitments. Should there be no alternative a term time university visit may be arranged by **return of the Open Day Request form to the Upper Master** at least **one week in advance of the proposed visit.**

Procedure

- 1) Fill out form and get parent/Boarding Housemaster to sign
- 2) Return to the Upper Master at least one week in advance of the proposed visit
- 3) Give advanced notice of your absence to subject teachers
- 4) Ensure any work missed is completed in good time

Name:	_____
Tutor Group:	_____
House:	_____
University:	_____
Event Date:	_____
Signed:	
_____	_____
Student	Parent
Date: _____	Date: _____