

# SOUTH EASTERN REGIONAL COLLEGE

**PRIVACY NOTICE:** Information gathered on this form will be processed within the provisions of the General Data Protection Regulations (GDPR) and used for the purpose of recording and managing absence. The College is permitted to process personal data where there is a 'lawful basis' to do so. This processing is necessary for the performance of your contract. Your information may be shared with relevant College staff for the purpose of recording and managing absence.

Further information on data protection and your rights are available on our website <https://www.serc.ac.uk/customer-privacy>

## AUTHORISATION OF ABSENCE FORM

Student ID:		
Student Name:		
Course:		
First Date of Absence:		
Last Date of Absence:		
Number of Days:		
Nature of Absence:		
Was supporting evidence submitted:	Yes / No	
Student's Signature:		
Date:		
Absence Authorised:	Yes / No	
If absence was not authorised please state reason:		
Course Tutor Signature:		
Date:		