



## SCHOOL ABSENCE REQUEST FORM

Form to be returned to the school office with a minimum of two weeks notice

**Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances.**

Name of Student .....	Tutor Group .....
Date of birth .....	House .....
<p>Please detail below the <b>exceptional circumstance</b> why you are requesting to take your child out of school. You may be invited into school to discuss your request with the your child's Pastoral Manager or a member of the Leadership Team (please attach your supporting evidence)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
Address.....	
Leave of absence from date:..... to date .....	
Number of schools days that your child will be absent from school .....	
Signature .....	Date .....
Name of Parent/Carer .....	

**Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to the Education Enforcement Team for consideration which could result in a Penalty Notice.**

**For School Use:**

Previous requests for leave of absence	Yes / No	Attendance ..... %
Evidence provided for exceptional circumstance	Yes / No	
Arrange to meet with Parent/Carer	Yes / No	Date & time .....

Authorised  Unauthorised  by Principal