



APPENDIX

SAFEG-A02-3-ATTENDANCE-LEAVE OF ABSENCE REQUEST FORM - 01

1 INTRODUCTION

- 1.1 The form **on the next page** is the one you must complete when you want to apply for a period of absence for your child.
- 1.2 At least **2 weeks before you want the absence to start** you must **return** the completed form to the **school office**.
- 1.3 There is no automatic right for students to be granted authorised leave of absence.
- 1.4 Requests will only be considered when there are exceptional circumstances.

2 APPENDIX AUTHOR

- 2.1 The author of this appendix is the Assistant Principal: KS3, Reporting and Assessment. They should be contacted for any points of clarification or suggested future amendments.

3 VERSION CONTROL

Appendix Number	SAFEG-A02-3
Appendix Name	Attendance – Absence Request Form
Version Number	01
External	External A copy must be made available in U:\Staff Information\Policies\Appendices for Policies\SAFEGuarding Appendices
Approved by	Welfare and Safeguarding Committee
Date of Approval	July 2022
Key changes since previous version	1. More space required to complete the exceptional circumstances section of form. Slight reformat took place.
Next Review Date	July 2023



APPENDIX

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	Year Group

Please detail below the **exceptional circumstances** which apply for you to request to take your child out of school. You may be invited into school to discuss your request with your child's Pastoral Manager or a member of the Leadership Team. You **must** attach supporting evidence to this request.

Day and date the absence will start	Day and date the absence will end.	Total number of days of missed schooling.
Your name and address		
Relationship to the student		
Your signature	Date	

If the Leave of absence is refused and the student is not present in school the register will show "Unauthorised Absence" and the student may be referred to the Education Enforcement Team for consideration, which could result in a Penalty Notice.

For School Use:

Previous requests?	YES NO	Current attendance:	%
Evidence of exceptional circumstances?	YES....NO	Date of meeting:	
Meet with parent/carer?	YES NO	Time of meeting:	
<input type="checkbox"/> Authorised	<input type="checkbox"/> Unauthorised	By Principal	