

## REQUEST FOR LEAVE OF ABSENCE

Name of Pupil: ..... Form Group: .....

First day of proposed absence: .....

Last day of proposed absence: .....

Number of school days requested: .....

Reason for absence: .....

.....

Signature of Parent/Carer: ..... Relationship to pupil: ..... Date: .....

Telephone number: ..... Email: .....

- Under current regulations a school cannot authorise holidays in term time, unless there are circumstances deemed exceptional by the Headteacher
- Provided this form is completed in advance of a holiday **and** a pupil's attendance is above 95% just prior to the holiday taking place, school **will not** refer for a penalty fine
- Pupils will be expected to speak to their teachers, so that they can catch up on work missed
- If the leave of absence is for a sporting activity, please provide documentation, i.e. confirmation of acceptance from the event organisers

Please return this form to Mrs Brown, Attendance Manager, who will respond to you directly.

### FOR SCHOOL USE

Pupil's attendance percentage: .....

Number of days **authorised**: ..... Number of days **unauthorised**: .....

Date parent/carer notified: ..... Comments: .....

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