

Absence Request Form

The school will only authorise essential absence requests if they are deemed to be absolutely necessary. The approval of such requests is at the Principal's/Vice Principals' discretion.

Taking students out of school during term-time seriously disrupts their education. It is now a national policy not to allow any holiday leave in school term time.

Notes for completion:

- Parent / Carer to complete Absence Request Form and return via child to Form Tutor
- Form tutor to pass Absence Request Form to the Principal/Vice Principals.
- Copies to Attendance Officer and original to be sent home to Parent / Carer

Section A: to be completed by Parent / Carer

Student Name:	Form:
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From:	To:	Number of days:
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Reason for request (please give specific details):
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Signature:	(Parent / Carer)	Date:
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Section B: to be completed by the Principal/Vice Principal

The above absence from school has been authorised / unauthorised	(please delete)
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Signature:	Position:
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Information for Parents / Carers

The approval of absence requests is at the Principal's/Vice Principals' discretion and may be recorded as an unauthorised absence. Holiday requests will not be authorised. In certain circumstances Parents/ Carers can be issued with a fixed penalty notice where they take holidays in term time which is not authorised by the head teacher. A fixed penalty notice can require a parent/carers to pay a sum of either £60 or £120. Each Parent/carers can be issued with a notice for each child. Leave for serious issues such as family illness or bereavement will be considered as compassionate leave.