

# MANOR

## CHURCH OF ENGLAND ACADEMY, YORK

### 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:
From:	To:	Number of days:

Reason for request (please give specific details):

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)

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 most 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/carer to pay a sum of either £60 or £120. Each Parent/carer 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. If you do not receive a copy of this form back via you child for any reason – please expect that the request has not been authorised.