



**REQUEST FOR LEAVE OF ABSENCE**

The Attendance Policy sets out the School’s position on requests for leave of absence. It is the school’s responsibility to decide whether an absence is authorised or not. There are 190 school days in a year, leaving 175 days for holiday, family time and cultural activity.

**Absences from school which have not been authorised in advance by the Principal are recorded as “unauthorised”.**

Should this request not be agreed the absence will be treated as unauthorised. This may lead to the issuing of a Fixed Penalty Notice of £60.00 per parent per child or a summons for irregular school attendance.

Student’s Full Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_ Year: \_\_\_\_\_

I am requesting permission for my child to be absent from school:

From: \_\_\_\_\_ To: \_\_\_\_\_

The absence is unavoidable and the reason for this request is: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent / Carer: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE SUBMIT THIS REQUEST VIA THE MAIN RECEPTION**

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*Reply Slip*

**REQUEST FOR LEAVE OF ABSENCE**

**THIS SECTION WILL BE RETURNED TO YOU VIA YOUR CHILD’S TUTOR**

Student’s Full Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_ Year: \_\_\_\_\_

I confirm that the absence from \_\_\_\_\_ to \_\_\_\_\_ is to be recorded as an authorised / unauthorised absence from school.

If ‘unauthorised’, the reason is : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Attendance Welfare Officer)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)