

### **ABSENCE REQUEST FORM**

<b>Name of Student</b>	
<b>Tutor Group</b>	
<b>Start date of requested absence</b>	
<b>End date of requested absence</b>	
<b>Reason for absence request</b> (Please see notes below as leave will only be granted in exceptional circumstances)	
<b>Name of Parent/Carer</b>	
<b>Signature</b>	
<b>Date</b>	

**Please make sure that you read this section before completing the application form**

Department for Education guidelines stipulate that headteachers may only approve term time absences in "exceptional circumstances". This is because regular attendance is essential for your child's progress and achievement. There is a direct and well documented link between excellent attendance and high achievement.

Unauthorised absences are treated as truancy and may result in parental prosecution and / or Fixed Penalty Notices. Moreover, headteachers are authorised to remove students from the school roll for prolonged unauthorised absence.

Any absence authorised by the headteacher will be up to a maximum of five school days. Students so authorised must make up any missed work and, whenever possible and appropriate, complete a journal / project for submission to Mr Edwards (Assistant Headteacher) on their return. The school takes no responsibility for academic work, assessments, examinations missed during any such absence.

Your support for the school's stance on attendance, specified in the Home-School Partnership Agreement, is much appreciated.

**Mr N Smith  
Headteacher**

**For School use only**

<b>Percentage attendance in current academic year</b>	
<b>Previous leave this academic year</b>	
<b>Is leave of absence approved</b>	
<b>Signature of Head Teacher</b>	
<b>Date</b>	

