



ABSENCE REQUEST FORM

REQUEST TO TAKE A SCHOOL CHILD OUT OF SCHOOL DURING TERM TIME

PLEASE REMEMBER

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less well prepared for lessons upon their return. There is a consequent risk of under achievement, which together we must seek to avoid. Absence from school will only be authorised under exceptional circumstances.

I would like to take my son/daughter out of school.

Student's Name: Tutor Group:

Dates: from to

This absence must be in term time because

.....

Signed (Parent/Carer)

Relationship to child

Authorised by (Headteacher) Date

This form must be completed and returned to school no less than 2 weeks before the planned absence.

✂

Dear Parent/Carer

Re: (Student's name)

Current Attendance %

Tutor Group:

Further to your recent request for leave of absence:

Leave of absence authorised between and
Please ensure that your child returns to school promptly on your return as failure to do so can result in their removal from the school roll.

Leave of absence refused. Any absence from school between
and will be marked as unauthorised and you may be issued
with a Fixed Penalty Notice warning letter which could result in a fine of up to £120.00.

Signed (Headteacher) Date