

REQUEST FOR ABSENCE OF SCHOOL STUDENT

Attendance at school is very important for all students.

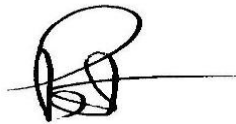
From 1 September 2013 the Department of Education has amended regulations governing requests for absence in term time. From September 2013 holiday during term time will not be granted. Other absences will only be granted in exceptional circumstances. Further guidance on these regulations can be accessed at

www.education.gov.uk/schools/pupil support/behaviour/attendance.

This form should be returned to Jo Culpin, the Attendance Officer, on Student Services in the first instance at least 7 days before the start of the absence. Please return the whole form, do not detach the slip, one form should be completed for each child involved in the requested absence.

Thank you

Yours sincerely



**Peter Smart
Headteacher**

Student's name: Form:

Address:
.....

I request leave of absence from: To:

Number of days:

Reason: Please give details of your request here. A supplementary letter can be attached:
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.....

Signature of Parent/Carer:

Name of Parent/Carer:

Date:

FOR OFFICIAL SCHOOL USE:

Leader of Student Progress	Headteacher	Registration System	Tutor	File (LSP)
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Date form received:

TO BE COMPLETED BY LSP / ALSP

% Attendance:

% Unauthorised:

Leads of Absence this year?: Yes / No

Details:

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Leader of Student Progress Comments:

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Headteacher Approval: Yes / No

Notes:

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