



## REQUEST FOR AUTHORISED ABSENCE FROM SCHOOL DUE TO EXCEPTIONAL CIRCUMSTANCES

Permission for leave of absence from school will only be given in very exceptional circumstances. There are 12 weeks school holiday in an academic year and removal of a young person during term time seriously disrupts their learning. If you feel it is essential to request permission for leave of absence for your son/ daughter please complete the information below.

**Student Name(s)**

**Tutor Group**

1. ....

.....

2. ....

.....

**Dates of absence from:**..... **to:**.....

**Number of school days:**.....

Please give details of the exceptional circumstances that require your child/ren to be absent from school:  
**(Parents must guarantee that school work is undertaken during the period of absence and students should request work from subject teachers).**

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.....

**Signed:**..... **(Parent/Carer)**

**Date:**.....

**Please note: if this unauthorised absence is taken you may be at risk of being issued with a Fixed Penalty. If a student has at least 15 sessions (half day = 1 session) unauthorised absence in the previous and/or current term, including holidays where parents/carers understand that permission had not/would not be given, the Principal can apply for a Penalty Notice to be issued by the Local Authority. This can be for each parent/carers for each child. A fine of £60 is issued if paid within 21 days or £120 if paid within 28 days.**

Please return this form to **Miss K Freeman, Attendance Officer**, as soon as possible.  
You will be notified in writing with a decision in due course.