



Leave of absence from school is only authorised under exceptional circumstances. If you feel that the circumstances are exceptional then an application should be made to school, prior to any arrangements being made. School will then decide whether or not the absence can be authorised.

**Please note that the school is not able to grant leave of absence for term-time holidays.**

This form is to be used when requesting leave of absence in advance, for example, in the case of a student attending a family wedding or funeral or taking part in a sports competition. Please complete one form per student as different tutors need to be informed of the absence.

**All completed forms should be forwarded in the first instance to Mrs B Chan, Student Attendance and Admissions for the attention of Mrs Powdrell.**

Name of Student		Form Group	
Date of first day of absence			
Date of last day of absence			
Total number of school days absence requested			
REASON FOR REQUEST			
Parent/Carer Signature		Date	

### REQUEST FOR LEAVE OF ABSENCE REPLY SLIP

Name of Student		Form Group	
Date (from)		Date (to)	
Leave of absence is granted in accordance with your request			<input type="checkbox"/>
Request for leave of absence has been refused because the reason does not meet the criteria for being treated as exceptional			<input type="checkbox"/>

Signed Mrs Y Powdrell Assistant Headteacher		Date	
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