

APPLICATION FOR A LEAVE OF ABSENCE

The school will not authorise any leave of absence during term time except in exceptional circumstances. Parents wishing to apply for a leave of absence for their child during term time should complete this application and send **FAO – Attendance Officer** at least two weeks prior to the period of absence requested.

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|--|--|--------------------|--|
| I request a leave of absence for (name of student): | | Tutor Group: | |
| Date(s) of proposed absence: | | No of school days: | |
| Reason for requesting a leave of absence in term time: | | | |
| <p>I confirm that I have read the school's policy on leave of absence in term time. I am aware that if my application for a leave of absence is not authorised and my child is absent from school during the days requested, the time will be recorded as unauthorised on my child's school record.</p> <p>If applicable, I have attached the following information to support any 'exceptional circumstances' I would like to be considered (e.g. copy of a letter from the relevant organisation or a letter from a medical practitioner):</p> | | | |
| Name of parent/carer (please print): | | | |
| Signature: | | Date: | |

OFFICE USE ONLY

| Circulation | Attendance Officer → | Exams Officer → | Assistant Principal |
|--|---|-----------------|---------------------|
| Date and Initials | | | |
| Parental responsibility of applicant checked by Attendance Officer YES (please circle and complete date). Date | | | |
| Student's attendance record checked: _____ % | | | |
| Student has no exams during this period / Student <u>has exams</u> during this period - Approved / Not Approved | | | |
| Mr Farquhar Principal: | Unauthorised: | | Yes / No |
| | Authorised: 'exceptional circumstances': | | Yes / No |
| Absence recorded on student's record as: C – Other Authorised Circumstances <div style="text-align: right;">Other registration marks as authorised by the Principal:</div> | | | |
| *Circle as appropriate | | | |