

## REQUEST TO TAKE A STUDENT OUT OF SCHOOL DURING TERM TIME



This form should be used for any absence request that requires a day or more away from school. Please complete this form and hand in to Reception **at least two weeks prior** to the date of the absence request period. The Head of Year will consider the request in the light of past attendance, student attainment and the time of year that the request is made for and will contact parents/guardians for further details if necessary. If the absence is agreed students **MUST** ensure that they inform teaching staff in advance of the dates they will be away and students will be required to catch up on any work missed once they return to school.

Name of Student

Form

Date of Absence Request from:

to:

Full details reason for request for absence:

Signature of Parent/Guardian

## CONFIRMATION OF AGREEMENT FOR ABSENCE DURING TERM TIME

Dear Parent/Guardian

Student Name

Form

Further to your recent request for leave of absence this has been authorised for the following dates:

From:

to:

Signed .....

Date:

Head of Year