

REQUEST TO TAKE A STUDENT OUT OF SCHOOL DURING TERM TIME (for absence for a full day or more)



The school expects all students to attend every session that the school is open. Leave of absence requests for pupils, during term time, will only be considered for 'exceptional circumstances'. Please see the school's Attendance Policy for further information [here](#). To apply for term time absence please complete this form and return **at least two weeks prior** to the date of the absence request period. The school will consider each application on an individual basis, taking into account the facts, circumstances and relevant context behind the request. Parents will be informed via email if the application has been authorised or if the school is not able to authorise the request. Please return the completed form to:

Years 7 – 11 hand in at Reception or email to Absence@patesgs.org

Sixth Form hand it to Mrs Wright or email sixthform@patesgs.org

REQUEST DETAILS

Name of Student

Form

Date of Absence Request from: _____ to: _____

Full details reason for request for absence:

Signature of Parent/Guardian

OUTCOME OF ABSENCE REQUEST

Student Name

Form

Further to your recent request for leave of absence we are not able to authorise this absence/this has been authorised, for the following dates:

From: _____ to: _____

Signed Date: _____

Andrew Jones - Deputy Head