

REQUEST FOR ABSENCE FORM

It is expected that students will not be absent from school during term time although we realise that this is sometimes impossible. You may wish us to consider your request under exceptional circumstances, for example, close family bereavement or serious illness of a family member. The school may agree the absence in special circumstances with consideration being given to a student's attendance, attainment and public examinations. However, students who miss school for any reason are clearly disadvantaged and it may harm your child's academic progress. We would ask that parents avoid any term time absence.

Absences may only be authorised at the discretion of the Headteacher. Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore, please be certain to provide details of the reasons relating to your application below and attach supporting evidence, if applicable. Approval cannot be given retrospectively and in such circumstances we must classify the absence as 'unauthorised'. (Please see the relevant document on our school website which includes the Wiltshire LA information explaining Penalty Notices issued for unauthorised absence during term time.)

This form should be completed and handed to Student Services who will pass it to the Headteacher.

Name of student:	Date of birth:	Tutor Group:
Name of siblings:	School:	
First day of absence (date):		
Final day of absence (date):		
Total number of school days requested:		
Reason for absence to be taken during term time:		
Signature of Parent/Carer:	Date:	
Please print name:		

Information to be completed by Attendance Administrator

Attendance to date this academic year:	%	Recorded by Office: YES NO
Total sessions absent this academic year:		
Total unauthorised sessions absent this academic year:		

Updated July 2023

