

SHIRLEY HEATH JUNIOR SCHOOL

ABSENCE REQUEST FORM

Form to be returned to the school office with a minimum of two weeks' notice

Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances.

Name of Pupil Date of birth	Class
Please detail below the exceptional circumstance why you are requesting to take your child out of school. You may be invited into school to discuss your request with Mrs K Evans (please attach your supporting evidence including travel documents such as flight, ferry and train tickets) 	
If you are leaving the UK, please let us know which country you will be visiting: 	
Your home address: 	
Leave of absence from date:..... to date Number of school days that your child will be absent from school	
Does your child have a sibling in another school? If yes, please indicate which school(s) below: 	
Signature Name of Parent/Carer	Date

Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to the Education Welfare Officer for consideration which could result in a Penalty Notice.

For School Use:

Previous requests for leave of absence Yes / No Attendance %

Evidence provided for exceptional circumstance Yes / No

Arrange to meet with Parent/Carer Yes / No Date & time

Authorised

☐

Unauthorised

☐

By Headteacher