



**Student Absence Request Form**

**REQUESTS MUST BE MADE AT LEAST 10 SCHOOL DAYS IN ADVANCE**

As absences in term-time can only be authorised in **EXCEPTIONAL** circumstances, please explain in detail the reasons for this request (overleaf).  
Circumstances which are notified to the school or Local Authority after a decision has been made by the Principal, will not be considered. Therefore, please be certain to provide details of the exceptional circumstances relating to your request and attach any supporting evidence.  
Please read the Local Authority Penalty Notices Leaflet found on the School Website (if applicable\*) which explains Penalty Notices issued for unauthorised Leave of Absence during term time.

Student's Name..... TutorGroup.....

Student's Address.....

..... Postcode .....

First day of absence (dd/mm/yy) ...../...../.....

Return to school on (dd/mm/yy) ...../...../.....

Number of **school** days requested .....

**Reason for absence during term time to be detailed overleaf**

**I have read the leaflet concerning Penalty Notices (if applicable\*)**

Signature of Parent/Carer.....

**email address**.....

**Return to Attendance Officer**

**Comments**.....**Attendance %**.....

**Signature**.....**Date form received**.....

**NJE to complete and return to Attendance Officer**

Request Authorised? **Yes / No** Comments.....

**Signature**.....**Date**.....

**Office use only**

Intouch sent on (Date) ...../...../..... Initials.....

Additional info.....

