

LEAVE OF ABSENCE REQUEST FORM

This form is to be completed by parents/carers to notify the school of **planned** absences. Examples include: Family Weddings, involvement in events during school hours (for example Cadet Events) and **holidays**. We urge parents/carers to arrange appointments and events outside of school hours wherever possible. Requests for **holidays in term time will not be authorised**, unless there are extenuating circumstances as per Department for Education Guidance. Absences that are not approved will be recorded as unauthorised.

Student(s) Name: _____ **Form(s):** _____

First Day of Absence: _____ Date of Return: _____

No. of School Days Missed: _____ Absence Request Made in the Last 2 Years? **Yes**

Sibling Details (*if not at TWHS*)

Sibling(s) Name: _____ School: _____

Reason for Absence

Please give details of absence.

Name of Parent/Carer: _____ Signature _____ Date _____

FOR OFFICE USE ONLY

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|--|---------|---|
| <i>Current Attendance</i> | _____ % | <i>Notes:</i> |
| <i>Attendance for Previous Academic Year</i> | _____ % | |
| <i>Unauthorised Absences to Date</i> | _____ | |
| | | <i>Signed:</i> _____ <i>Date:</i> _____ |