



Absence Request Form

Form to be returned the Attendance Office within a minimum of 2 weeks' notice

Please note that there is no automatic right for students to be granted leave of absence, schools are advised that they should only consider granting leave of absence in exceptional circumstances.

Name of Student	
Date of Birth	
Tutor Group	
Address	

Please detail below the exceptional circumstances why you are requesting to take your child out of school. You may be invited into school to discuss your request with your child's Head of Year. (please attached supporting evidence)

Leave of absence from date:	
Leave of absence to date:	
Number of days your child will be absent	
Name of Parent/Carer	
Signature of Parent/Carer	
Date	

Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to Leicestershire County Council for issuing a Penalty Notice.

For School Use: Previous requests for leave of absence Yes/No

Attendance%

Evidence provided for exceptional circumstances Yes/No

Arrange to meet Parent/Carer Yes/No Date & Time.....

Authorised

Unauthorised

Signed by Headteacher

