



ABSENCE REQUEST

We request that pupils are not absent from school during the term time except in **extenuating circumstances**. Any absence taken but not authorised will be recorded as unauthorised absence. Pupils who are absent are expected to complete all work they have missed.

If you feel that there are extenuating circumstances for an absence please complete this form and return to Mrs Alexander, Deputy Head Teacher. Parents and carers are reminded that Penalty Notices will be considered where pupils are either absent from School without authorisation or when absence is linked to a holiday request that has been turned down.

Pupil's name _____ Tutor Group _____

First day of absence _____

Date of return to school _____

Number of school days to be missed _____

Reason for absence _____

Signature of Parent/Guardian _____

Date _____

Name of Parent/Guardian (please print) _____

