

PARENTAL REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

You should be aware that any absence from school, for whatever reason, will potentially have a detrimental effect on your child's learning and progress.

Authorisation will only be granted in **EXCEPTIONAL CIRCUMSTANCES**.

Should you wish to apply for your child's absence from school, you are requested to complete the section below and return the form to Venerable Bede CE Academy at least 1 month prior to the planned absence marked for the attention of Mrs D Bowman (Attendance & Inclusion).

NAME OF PUPIL(S):	YEAR:	TUTOR GROUP:
ABSENCE REQUESTED		
FROM:	TO:	
REASON FOR THIS REQUEST:		
f required, please continue on	another sheet and attach to this for	m.
quest permission for my child to be a	absent from school on the above dates. I	understand that this absence w

For School Use Only:

Date Request Received:								
Attendance percentage to date:	<u>Year 7</u>	<u>Year 8</u>	<u>Year 9</u>	<u>Year 10</u>	<u>Year 11</u>			
Previous requests:	Year 7	Year 8	Year 9	<u>Year 10</u>	<u>Year 11</u>			
	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO			
Date of Meeting with Headteacher:								
Request Approved Request Declined								
Signed: (Headteacher)								
Date:								
Date letter sent to parents/carers informing of decision:								
Signed:			(Attendan	_ (Attendance & Inclusion)				
Date:								