**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 Ms May, 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parent/Guardian (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_