

KESTEVEN AND SLEAFORD HIGH SCHOOL



REQUEST FOR ABSENCE IN SCHOOL TIME

GUIDANCE NOTES

- 1 Subject teachers are expected to deliver the school curriculum within a tight time scale, and the absence of students during term time has a detrimental effect on learning.
- 2 Parents/Carers do not have an automatic right to take a child from school. Permission must be obtained in advance.
- 3 If authorised absence is requested, details of the absence and the family's circumstances should be submitted in writing **in advance**. Parents/Carers must also state the **exceptional** circumstances for requesting their child to take such time off school.
- 4 If a student is kept away for longer than the period agreed the additional time will normally be treated as unauthorised. Similarly, if a child is taken away without prior written permission, this will be recorded as unauthorised absence.
- 5 Your child will be expected to catch up with any work that they miss whilst away from school.

REQUEST FOR ABSENCE IN SCHOOL TIME

For office use only
Approved: YES
NO

To: The Head of School

Authorised absence is requested for:

Name of Student:		Form:	
Dates: from		to	
Authorisation will only be issued in <u>exceptional</u> circumstances. Please outline the reasons why you wish this request to be considered:			
Signed Parent/Carer:		Date:	

N.B.

- ◆ Absence from school can be authorised **only** by the school.
- ◆ Absence not approved by the school in writing and in advance will be recorded as **'unauthorised'**.
- ◆ **Please see the notes overleaf**

N.B. Any absence means that important schooling is missed. PLEASE consider the effect on your child's education of time off taken during term-time.
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All entries below this line are for office use only

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To:		(parent/carer)	Student Name	
Dates: from		to		No. of School Days

Your request is approved and the absence, as set out above, is duly authorised.

Your request is **not approved** as the reasons for the request are not exceptional; therefore, if the student is absent as proposed above, it will be recorded as unauthorised and reported on the annual report.

Signed:		(Head of School)	Date:	
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