

## 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: **Headteacher**

Authorised absence is requested for:

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

### 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.**

All entries below this line are for office use only

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

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

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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.

<b>Signed:</b>	Headteacher	<b>Date:</b>	
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