



AVONBOURNE COLLEGE

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Application for leave of absence

Please read the guidelines overleaf before completing **all** questions below **and** the explanatory reason.

Name of student(s)..... Form

Absence from.....to(inclusive)

Total College days requested off **days**. My daughter's current percentage of attendance is%

Previous term time absences already taken this academic year including illness and appointments**days**

I/we have read and understood the information on both sides of this form and would like to formally request absence under the criteria of 'exceptional circumstances'

Signed..... Date.....

Please be aware that this form will be returned if a detailed explanatory reason is not given as to why the absence is exceptional and must be in term time.

Please remember absences will not be authorised in any circumstances if a student's attendance is less than 95%. Please also read the additional criteria overleaf.

Explanatory Reason

COLLEGE USE ONLY: APPLICATION FOR ABSENCE FROM AVONBOURNE COLLEGE

Name of student(s) Form.....

Your recent request has been authorised / not authorised for these dates.....

Reason for not being authorised:

Inspiring wonder and intellectual curiosity

Signed Dated.....

in partnership with

