



**SENIOR SCHOOL LEAVE OF ABSENCE FORM**

***Please complete this form for absences of more than 24 hours.***

***Please give at least 5 working days' notice.***

***Please note if you know your child is going to be absent for a day or part of a day please email your child's tutor directly. Thank you***

For Parental Use:

NAME OF CHILD(REN)	FORM	Dates of Absence Requested	Authorised/ Unauthorised
REASON(S) FOR REQUESTED ABSENCE			

Please submit to the appropriate Head(s) of Section for your child(ren)

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**For School use:** Any issues with attendance or performance of this/these child/children to take into consideration? \_\_\_\_\_

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If so, please ensure parents are notified when absence is acknowledged.

Date absence acknowledged.....

Date standard letter sent.....

Please ensure that a copy of this document goes to the relevant pupil files.

Signed.....

Head(s) of Year 7 /HOS/Deputy HOS/Director of Sixth Form

Name (IN BLOCK CAPITALS PLEASE).....

Date.....