

Leave of Absence during Term Time



If you consider you require leave of absence for exceptional circumstances, you should request permission from the College **at least two weeks in advance** of any absence by completing the form below:

Name of student:	
Tutor group:	
Current attendance:	

Details of request for absence for exceptional circumstances :	
First date of absence:	
Date of return to college:	
Total number of school days that will be missed:	

Please fully explain below the **exceptional circumstances** relating to your request for leave of absence below. Please include any documentation to support the Leave of Absence request.

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Declaration

I have read and understood the information regarding leave of absence during term time, unauthorised absence, penalty notices and prosecution detailed in the Attendance Policy. I am aware that this absence may not be authorised and of the procedures outlined in the Attendance Policy regarding missed school time and measures to improve attendance.

Parent/Carer Name:	
Parent/Carer Signature:	
Date:	

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TO BE COMPLETED BY GRACE COLLEGE

Stage 1: To be completed by the Attendance Officer (Day 1)	
Current attendance (year to date):	
Number of days missed through unauthorised absence (year to date):	
Previous year's attendance:	
Is this student currently being monitored through the Attendance Improvement Process? <i>If so at which stage is the student currently being monitored at?</i>	☐ No Stage ☐ Stage 1 ☐ Stage 2 ☐ Stage 3 ☐ Stage 4
Request for leave of absence to be reviewed by:	☐ Vice Principal: up to a week ☐ Principal: over a week

Stage 2: To be completed by the VP/Principal (Day 2)	
Leave of absence request approved?	☐ YES ○ Medical or dental appointment (M) ○ Interview (J1) ○ Attending an educational trip or visit organised or approved by the school (V) ○ Participating in a regulated performance or undertaking regulated employment abroad (C1) ○ Participating in a sporting activity (P) ○ Attending work experience (W) ○ Religious observance (R) ○ Parent travelling for occupational purposes (T) ○ Attending any other approved educational activity (B) ○ Exceptional circumstances (C) ☐ NO ○ Holiday not granted by the school (G) ○ Absent in other or unknown circumstances (O)
Comment to be entered:	
FPN required:	☐ YES ☐ NO
Name of reviewer:	
Date:	
Stage 3: Confirmation letter sent to parent/carer by Attendance Officer (Day 3)	
Confirmation letter sent:	☐ Yes ☐ No ☐ Email ☐ Post ☐ Coded on Bromcom Initials: _____ Date: _____

