# Request for Student Absence

Please use this form to request that an absence should be deemed an authorised absence by the school. Please also see the detailed notes overleaf outlining the criteria for authorisation before completing this form. Any absence taken for an event for which permission was not sought first will be deemed an unauthorised absence. This form should received by the School Office at least a week before the requested absence.

**SECTION A: To be completed by parent / carer**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student Name** |  | | **Year Group** |  | **Tutor Group** |  |
| **Date From** |  | **Date To** |  | | **Number of Days** |  |
| **Please state the reason why absence is requested (please give specific details)** | | | | | | |
|  | | | | | | |
| **Parent / Carer Name** |  | | **Signature** | |  | |
| **Date Signed** |  | | | | | |

**SECTION B: To be completed by school**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Received** |  | | |
| **The Request has been** | Authorised / Not Authorised | **Signed** |  |
| **Parent Notified** |  | | |

**Notes:**

1. Please note that GWA may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'. Valid reasons for **authorised absence** include

* Illness and medical/dental appointments – however, we strongly encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary
* Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student’s parents belong. If necessary, GWA will seek advice from the parents’ religious body to confirm whether the day is set apart

1. Absence for term-time holidays will not be authorised unless circumstances are exceptional.
2. The Approval of absence requests is at the Principal’s decision and may be recorded as an unauthorised absence.
3. Parents/Carers can be issued with a Fixed Penalty Notice where they take holidays in term time which are not authorised by the Principal.
4. A Fixed Penalty Notice can require a parent/carer to pay a sum of £60 and this rises to £120 if paid after 21 days but within 28 days.