

APPLICATION FOR AUTHORISED ABSENCE (Secondary School) 2017-2018

Please read the information below before completing the form:

Full school attendance is fundamental to good academic and social progress. Applications for leave of absence during term time **will only be authorised in exceptional circumstances, for up to 5 days**. If you feel your circumstances are exceptional, please complete the form below and return it the Deputy Head, Sarah Newton. Requests for absence should be made at least 7 days in advance.

In determining whether the absence will be authorised, factors which will be taken into consideration are the attendance record of the student (applications on behalf of students with an attendance rate at/below 95% will not be authorised), the timing and reason for the proposed absence, clashes with tests or examinations, whether previous requests for absence have been made and the student's stage of education and progress. The final decision as to whether the absence is to be authorised rests with the Deputy Head. Parents will be informed of the decision. Please refer to the Parent-Student handbook for information relating to attendance. If your child has an unauthorised absence, this may impact on future decisions for request for leave of absence.

Parent Section

Name of Student:	Tutor Group:
Length of absence (no. of school days):	Dates absent:
Please give the SPECIFIC reason for absence and clear details as to why it cannot be avoided during term time.	
Parent's name:	Signature:
Date of application:	

To be completed by NCBIS staff

Percentage attendance this academic year / no. of days absent:
Percentage attendance last academic year / no. of days absent:
Number of previous applications received/granted in last 12 months:
Deputy Head comment:

authorised

not authorised

Signed:

Cc: Student record file, Parents/Guardian