

Application For Student Absence
(Please hand this form in to the Primary or Secondary Office)

Whilst we discourage students being taken out of school during term time, we do recognise that this is sometimes unavoidable. Attendance significantly impacts on student academic and social progress throughout the year and we believe that an attendance of 97% or above ensures each student has opportunity to progress at their expected level.

Name of Student:	Class / Tutor Group:
Dates absent:	Length of absence (school days):
Please give the reasons for absence and details as to why it cannot be avoided during term time.	
Parent name:	Signature:
Date of application:	

For Office use

Attendance percentage this academic year:	
Attendance percentage last academic year:	
Class Teacher / Tutor Signature:	Date:
Year / Key Stage Leader Signature:	Date:
Head / Deputy Head Signature:	Date:
<input type="checkbox"/> absence will be registered as authorised <input type="checkbox"/> absence will be registered as not authorised	SIMS Code: