



Head Teacher: Mr. P Smith

Leave of Absence Request

Please note that this is a request, not a right, by parent/carer for students to be granted leave of absence in exceptional circumstances at the discretion of the Head Teacher.

Aldercar High School considers every request for leave of absence in relation to the individual circumstances and the pupil's attendance and educational attainment.

Name of Pupil		Date of Birth..... Year..... Tutor Group
Address.....		
Leave of Absence request from date:..... to date..... Inclusive		
Any siblings at another school YES / NO (if yes please provide details of the sibling and the school name).....		
Reason for Leave of Absence Request		
Name of Parent /Carer		
Signature	Date	

Absences which have not been agreed will be marked as unauthorised; these may be referred to the Local Authority for consideration of a Penalty Notice or other action.

For School Use:

Date Received Attendance %..... No. of days

Previous Leave this Academic Year Yes / No If Yes Number of days taken Exams / Tests Yes / No

Head Teacher Signature Authorised / Un-Authorised No Penalty / Un-Authorised Penalty

Head Teacher: Mr P Smith

Deputy Head Teacher: Mr A Blake
Mrs J Powdrill

