

# Absence Request for Student Leave during Term Time



HEADTEACHER: Mrs H L Millett

Authorisation of absences are at the discretion of the Headteacher, and only in exceptional circumstances.

All absences, including for holidays, must be requested as far in advance as possible – the minimum notice period is 21 days. If you think your child needs to be taken out of school, this form should be completed by the parent/carer and returned to Stokesley School's Student Services within the minimum notice period. Absences from school have a detrimental impact on student outcomes.

Details of Absence Request			
Name of Student		Year/ Tutor Group	
Name of Student		Year/ Tutor Group	
Name of Student		Year/ Tutor Group	
Address			
Name of Parent/ Carer			
Contact Number of Parent/ Carer			
Reason for exceptional circumstances for absence request during term time. <i>(Please attach relevant paperwork including official letters, invitations, medical appointments, work information etc.)</i>			
Dates From		Total Number of Days	
Up to and Including			
Signature of Parent/ Carer		Date Signed	

ADMIN USE ONLY	Date Application Received			
% of Attendance		% of Authorised		% of Unauthorised
Comments on Absence Request				
Approved	<b>YES</b>		<b>NO</b>	
Action Taken incl. Date			BROMCOM	
	PN8		PN7	

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[www.stokesleyschool.org](http://www.stokesleyschool.org)

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