

MANOR

CHURCH OF ENGLAND ACADEMY YORK

Absence Request Form

The school will only authorise essential absence requests that are deemed to be absolutely necessary. The approval of such requests is at the Principals' discretion.

Taking students out of school during term time is a serious matter for their education. It is now a national policy not to allow any holiday leave in school term time.

Notes for completion:

- Parent / Carer to complete Absence Request Form
- Form tutor to pass Absence Request Form to the Principal / Vice Principal
- Copies to Attendance Officer and original to be sent to Form Tutor / Parent / Carer

Section A: to be completed by Parent / Carer

Student Name:

From

To:

Number of days:

Reason for request (please give specific details):

Signature:

(Parent / Carer)

Date:

Section B: to be completed by the Principal / Vice Principal

The above absence from school has been authorised / unauthorised

(please delete)

Signature:

Position:

Information for Parents / Carers

The approval of absence requests is at the Principal's/Vice Principal's discretion and may be authorised. In most circumstances Parents/ Carers can be issued with a fixed penalty notice where they take unauthorised absence. A fixed penalty notice can be issued if you do not pay a sum of either £60 or £120. A notice for each child. Leave for serious illness or bereavement will be considered as compassionate leave. If you do not pay a notice for each child for any reason - please expect that the request will not be authorised.