School Absence Request Form

This form will need **to be returned to the school office with at least 2 weeks' notice** for the request to be considered.

Please note that there is no automatic right for pupils to be granted authorised leave of absence. Requests will only be considered where there are exceptional circumstances. (see guidance on school website)

Class/year group:	Name of pupil: Date of birth:
Contact details Email: Telephone number:	If you are also applying for a sibling(s) absence in any of these schools? (please tick all that apply) ☐ Picknalls First School ☐ Bramshall Meadows First School ☐ Richard Clarke First School ☐ All Saints First School ☐ Hutchinson Memorial First School ☐ Windsor Park Middle School ☐ Ryecroft Middle School ☐ Oldfields Hall Middle School ☐ Thomas Alleyne's High School
Please give details below of the exceptional circumstances as to why you are requesting to take your child out of school. You may be invited to school to discuss your request with the school's Attendance Champion. (Please attach any supporting evidence – original documents only)	
Leave of absence from (date and time).....to (date and time)..... Number of school days or half days that your child will be absent from school.....	
Signature: *Name of parent/carer (who the pupil normally lives) Or a student if in the sixth form*	Date:

As a school, we are obliged to inform you that you may be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with Staffordshire County Council Code of Conduct and the "Working Together to Improve School Attendance" statutory guidance (effective 19th August 2024)

For School Use Only:	*[Delete as appropriate]*
The date upon receipt by school:	
Attendance %:	
Previous requests for leave of absence (in the last 3 years)	Yes/No
Penalty notices issued**:**	None First Second Third
Evidence provided for exceptional circumstances:	Yes/No
Arrange to meet with the parent/carer:	Yes/No
Contacted sibling(s) school(s) for collaboration:	
Leave of Absence request outcome:	Yes/No/Not applicable
	Authorised/Unauthorised