



Rednock School

Quality, Partnership, Success

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www.rednockschool.org.uk

LEAVE OF ABSENCE REQUEST

Please note that, in accordance with legislation and guidance from the Department for Education, approval for holidays in term time will rarely be given. Absence from school results in a loss of learning and parents are strongly discouraged from disrupting their child's education. By withdrawing your child from school you may be at risk of receiving a fixed penalty notice without further warning.

Permission for leave may only be granted under exceptional circumstances.

Name of Child:	Tutor Group:
Date of Proposed Absence: From:	To:
Total Number of Days Requested:	
Reason for Absence:	
Please explain the reason for this request:	
Parent / Carer Signature:	Date:
Relationship to the Student:	Print Name:
Please complete and return absence request to the school at least 3 weeks before the planned absence	
FOR OFFICE USE ONLY	
Date Request Received:	
Number of Days Requested:	
Current % Attendance:	Previous Year:
Authorised: YES <input type="checkbox"/>	NO <input type="checkbox"/>
Entered on SIMS: <input type="checkbox"/>	
Parent / Carer Informed: <input type="checkbox"/>	
Penalty Notice: <input type="checkbox"/>	
Letter Sent:	Warning Letter Sent:
Comments:	

LEAVE OF ABSENCE REQUEST – REPLY SLIP

Name of Child:	Tutor Group:
Date of Proposed Absence:	
From:	To:
Total Number of Days Requested:	
Reason for Absence:	
A. This absence has been authorised	<input type="checkbox"/>
B. This absence has not been authorised and you may receive a Penalty Notice Fine if you proceed with the absence	<input type="checkbox"/>
Signed:	Date:
Name:	Position: