

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 | YES | | NO | |
| Action Taken incl. Date | | | BROMCOM | |
| | PN8 | | PN7 | |

STOKESLEY SCHOOL, STATION ROAD, STOKESLEY, NORTH YORKSHIRE TS9 5AL

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