This form is to be completed by parents/carers to notify the school of **planned** absences.

Examples include: Family Weddings, involvement in events during school hours (for example Cadet Events) and **holidays.** We urge parents/carers to arrange appointments and events outside of school hours wherever possible. Requests for **holidays in term time will not be authorised**, unless there are extenuating circumstances as per Department for Education Guidance. Absences that are not approved will be recorded as unauthorised.

**Student(s) Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Form(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Day of Absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of School Days Missed: \_\_\_\_\_\_\_\_\_ Absence Request Made in the Last 2 Years? Yes / No

**Sibling Details** *(if not at TWHS)*

Sibling(s) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for Absence**

⃝ Funeral ⃝ Work Placement

⃝ Close Relative’s Wedding ⃝ Theatre Production

⃝ Sporting Event ⃝ Other

Further Details:

Name of Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| ***FOR OFFICE USE ONLY*** | | |
| *Current*  *Attendance* | *\_\_\_\_\_\_%* | *Notes:*  *Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_* |
| *Attendance for Previous Academic Year* | \_\_\_\_\_\_% |
| *Unauthorised Absences to Date* | \_\_\_\_\_\_\_ |