



Student absences during term time will only be authorised in **exceptional circumstances**, with written evidence being required in **every** instance. A maximum of 10 days exceptional absence, in any academic year, will be **considered** for authorisation and all further absences over and above the 10 days **will** be recorded as unauthorised.

Name of Student	Tutor Group
Home Address	Home Tel. No.
.....	
Dates of Absence Requested	Total No. of School Days Which Would be Missed

Reason for Request
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PLEASE PROVIDE WRITTEN EVIDENCE OF EXCEPTIONAL CIRCUMSTANCES SURROUNDING THE REQUEST

Signed	(Parent/Carer)	Date
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In all circumstances, the Head will consider the following points before authorising leave:

1. The student's previous attendance history. Students with less than 87% attendance are deemed as of concern by the EWS
2. The student's stage of education
3. The nature of the trip (an exceptional experience)
4. Whether the parents are restricted in terms of leave from their employer (written evidence from the employer confirming this **will** be required)

For office use only:

Name of Student	Tutor Group
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Written evidence provided	Yes No	Attendance certificate attached	Yes No	
		Decision of Head	Authorised	<input type="checkbox"/>
Unauthorised Absences To Date sessions	Absence to be recorded as	Unauthorised	<input type="checkbox"/>

Head's Comments
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Signed	(Head)	Date
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