



REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL

Horringer Court Campus
Glastonbury Road
Bury St Edmunds
Suffolk IP33 2EX
01284 755626
admin@horringercourtmiddle.co.uk

Please read the notes below before completing the form

Please be aware that we are unable to authorise any absence from school, except in exceptional circumstances. In line with Suffolk County Council advice, the Governors' policy is that all absences should be taken in school closure periods unless there are very strong reasons otherwise. If your request for absence is refused and your child has absence during term time you may be liable for a fine in accordance with Suffolk County Council guidelines.

I request that you consider authorising leave of absence for my child/children as below:

<u>Name of Child/Children</u>	<u>Dates of Birth</u>	<u>Class</u>
First day of absence:	Last day of absence:	

Number of days requested:

Reason for requesting absence in term time:

Supporting evidence attached _____ (state document attached)
(please tick)

If you have a child/children at another Suffolk school, for whom you have also requested this absence, please give details below:

<u>Name of Child/Children</u>	<u>School attended</u>
Signed: _____	Date: _____

Headteacher's Decision.

Horringer Court Campus - Request for Absence from School

Name of child..... Class.....

<u>Request for absence:</u> <input type="checkbox"/> Authorised <input type="checkbox"/> Not Authorised	<u>Penalty Notice to be issued:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
Signed: _____ <u>Headteacher</u>	Date: _____

For office use only.

Authorised/Unauthorised?	Notes

Date put on register	Signature