

Fullbrook School

Request for leave of absence for exceptional circumstances To: Ms D Sherman – Education Welfare Officer

Please refer to our School Attendance Policy for information. Please note that leave cannot be granted during examination periods. During years 11, 12 and 13 students are studying for public examinations and disruption is not advised. We may ask for proof to back up your request eg: proof of company annual leave policy.

Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice

The Penalty Notice is £60, per child per parent/carer, if paid within 21 days or £120 if paid within 28 days. Failure to pay the Penalty Notice will result in you being served a summons to appear at the Magistrates Court.

Name of student:	Tutor group:
I am applying for leave of absence for:	
First day of absence:	Return to school:
Number of school days:	
This cannot be taken during the school holidays because:	
Signed: (Parent/Carer)	Date:

To be completed on behalf of the Principal			
Student's attendance % year to date:			
Having considered your request carefully, my decision is that leave of absence is:			
Approved		The absence will be recorded as authorised.	
Not approved		The absence will be recorded as unauthorised.	
HOL informed		Exams office informed	
Explanatory notes:			
Signed:			Date: