

Student Leave of Absence Request Form

Please read the following notes before completing this form.

- All requests will be considered on their own merits.
- If the request is for more than one child, please complete a separate form for each child
- There is no automatic right to leave of absence.
- Parents and carers should read the college Attendance Policy, available on the website; this policy provide regarding where a fixed penalty notice may be issued following a period of unauthorised absence.

Student name: (if more than one child, complete a separate form for each child)	
Mentor group:	

Planned first day of absence:	Planned return date to school:	Number of school days missed:

Reason for request:
Please provide evidence as to why this trip/visit cannot be made in the school holidays:
Parents/carers name:
Parents/carers signature:
Request date:

Please email this form to absence@bassingbournvc.org or send the paper copy in with your child and ask them to hand in at Reception.

For office use only:

Date request received:

Principal's decision:		
Extended absence authorised:	Yes	No
Fixed Penalty notice to be issued:	Yes	No

Date email/letter sent to parent/carer:

Absence added to Bromcom: YES/NO