

MANOR

CHURCH OF ENGLAND ACADEMY, YORK

Absence Request Form

The school will only authorise essential absence requests if they are deemed to be absolutely necessary. The approval of such requests is at the Principal's/Vice Principals' discretion.

Taking students out of school during term-time seriously disrupts their education. It is now a national policy not to allow any holiday leave in school term time.

Notes for completion:

- Parent / Carer to complete Absence Request Form and return via child to Form Tutor
- Form tutor to pass Absence Request Form to the Principal/Vice Principals.
- Copies to Attendance Officer and original to be sent home to Parent / Carer

Section A: to be completed by Parent / Carer

Student Name:

Form:

From:

To:

Number of days:

Reason for request (please give specific details):

Signature:

(Parent / Carer) Date:

Section B: to be completed by the Principal/Vice Principal

The above absence from school has been authorised / unauthorised

(please delete)

Signature:

Position:

Information for Parents / Carers

The approval of absence requests is at the Principal's/Vice Principals' discretion and may be recorded as an unauthorised absence. Holiday requests will not be authorised. Leave for serious issues such as family illness or bereavement will be considered as compassionate leave.