



**QUEENS' SCHOOL**

*Dare to be Great*

**Request for Authorised Absence**

Permission for leave of absence from school will only be given in **exceptional circumstances**. There are 12 school week's holiday and removal of a young person during term time seriously disrupts their learning. If you feel it is essential to request permission for leave of absence for your child please complete the information below.

**Student's Name (s)**

**Tutor Group**

1. ....

.....

2. ....

.....

**Dates of absence from** ..... **to** ..... **Number of school days** .....

The exceptional circumstances that require my child to be absent from school are:

**(Parents must guarantee that school work is undertaken during the period of absence and students should request work from subject teachers).**

**Signed:** ..... (Parent/Carer)

**Date:** .....

**Permission for an authorised absence is granted because:**

**Permission for an authorised has NOT been granted because:**

Signed: ..... Mr J Morrell, Headteacher

Date: .....

**Please be aware that if this unauthorised absence is taken you may be at risk of being issued with a Fixed Penalty Notice**

If a student has at least 15 sessions (half day = 1 session) unauthorised absence in the previous and/or current term, including Holidays where parents/carers understand that permission had not/would be given, the Headteacher can apply for a Penalty Notice to be issued by the Local Authority. This can be for each parent/carer and for each child. A fine of £60 is issued if paid within 21 days or £120 if paid within 28 days.