



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 goes ahead, you may be at risk of being issued with a Fixed Penalty Notice.

If the absence proceeds and the number of unauthorised sessions reaches 10 or more (equivalent to 5 school days) within the current and/or previous term, the school is required to refer the matter to the Local Authority. This may result in the issue of a Fixed Penalty Notice.

The fines are set as follows: **£80 per parent, per child if paid within 21 days - £160 per parent, per child if paid between 22 and 28 days**