

SIXTH FORM LEAVE OF ABSENCE REQUEST

Student Name	
Form Group	

Absence Dates

From:		To:	
Date of student's return to school:			
Number of school days involved or portion of the day:	Number of whole days	Time range of absence	

Reason for Absence

This form is for requesting absence for:

a) Family Events	Tick the appropriate category
Religious Observance	
Family Holiday- please state if a similar request has been made for a sibling in another year group	
Wedding	
Funeral	
b) Planned Educational Absence (Students need to make these requests themselves)	Tick the appropriate category
Examination- please include details of the qualification, time and place together with proof of official confirmation of exam date	
Driving Test- Theory or Practical, include the time and place of the test, with official booking confirmation.	
Open Day/Taster Course- please include the course and organisation	
Interview- details of purpose, time and place, with interview invitation	

<u>Any additional information:</u>

Under education law, parents do not have an automatic right to take their children out of school during term time. The school holiday dates are published a year in advance and we strongly advise parent/carers to book their family holidays during those times. Requests for leave of absence, in line with government guidelines, will normally not be authorised. Parent/Carers who request leave during term time for their child must do so in advance by completing this Leave of Absence Request form for Authorised absence. Leave of absence should be requested at least two weeks in advance. Any requests for Leave of Absence must be accompanied by proof of purchase date of travel documents before an appropriate decision can be made. The parent/carer will be advised of Langley Grammar School's decision in writing.

Please return this form in person to Ms Makowski, Director of Sixth Form, for consideration.

The Headteacher's decision is final.

Parent/carer name: _____

Signature: _____ Date: _____

<p>For school use only:</p> <p>%Attendance: _____</p> <p>Academic Progress Concerns: YES/NO</p> <p>Request received by Ms Makowski: _____ Approved: YES/NO</p> <p>Acknowledgement sent: _____</p>
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