

ST CHRISTOPHER'S CHURCH OF ENGLAND HIGH SCHOOL

Application for Leave of Absence

This form is to be used to request an absence in advance.

Any absence taken for an event that is known in advance for which permission was not sought first will be deemed an unauthorised absence.

St Christopher's reserves the right to unauthorise any absence previously authorised where attendance falls below 92% furthermore absence should not be requested for any student whose attendance is below 92%.

This form should be handed in to the main school office at least 2 weeks in advance of the request. If leave of absence is not agreed by the school, then the absence will be recorded as an unauthorised absence and penalty notices will be issued accordingly.

Pupil's name _____ **Form** _____

Absence requested from (day & date) _____ to _____

Total number of school days to be missed _____ (days)

Reason for absence (*please give full details of the exceptional circumstances requiring authorisation. Requests will only be authorised if certain criteria are met, please see below for examples*)

Name of Parent/Guardian _____ **Date** _____

Signature of Parent/Guardian _____ **Date** _____

Examples of exceptional circumstances:

- Significant events e.g. family graduation/wedding/funerals etc.
- Work commitments (must be accompanied with a letter from employer)
- Organised activities through outside agencies e.g. Duke of Edinburgh, Scout events, sporting activities
- Music and/or dance exams

Absence requests are not normally authorised for:

- Occasional visits
- Family days out
- Holidays

Please note: no absences can be authorised retrospectively.