**The Corsham School – Absence Request Form**

**ACADEMIC YEAR 2020/2021**

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***REQUESTS MUST BE MADE AT LEAST 10 SCHOOL DAYS IN ADVANCE***

**As absences in term-time can only be authorised in EXCEPTIONAL circumstances, please explain in detail the reasons for this request (overleaf).**

**Circumstances which are notified to the school or Local Authority after a decision has been made by the Headteacher, will not be considered. Therefore, please be certain to provide details of the exceptional circumstances relating to your request and attach any supporting evidence.**

**Please read the attached Local Authority leaflet (if applicable\*) which explains Penalty Notices issued for unauthorised Leave of Absence during term time.**

##### Today’s date…………………. Authorisation for an absence from school is requested for:

Student’s Name……………………………………………………………….Tutor Group………………………………….

Student’s Address…….…………………………………………………………………………………………………………..

…………………………………………………………………………….Post Code………………………………………………

First day of absence (dd/mm/yy)……………/………….…/….………………………………………………………….

Return to school on (dd/mm/yy)…….….…/………….…/….………………………………………………………….

Number of **school** days now requested …………………………………………………………………………………

**Reason for absence during term time to be detailed overleaf**

# **I have read the leaflet concerning Penalty Notices (if applicable\*)**

# Signature of Parent Guardian……………………………………Print Name Mr/Mrs/Ms………………………….

# **email address**……………………………………………………………………………………………………………………

**Return form to the school’s main office or direct to the attendance office (Room H1a)**

##### *Attendance Officer: please complete and forward immediately to R Staten*

**Comments:**…………………………………………….………………….…**Attendance percentage**………...**%**

**Signature**………………………………………………………………**Date form received** ………………..…………

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## *CS: to complete and forward to Student Reception*

Request Authorised? Yes / No Comments…………………………………………………….....................

**Signature**……………………………………………………….**Date…………………….**……………………………….

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### **Office use only**

### Letter/Email sent on (Date)…………/………/………….Initials…………………………………………………………

Additional info…………………………………………………………………………………………………………………….

Copy to Attendance Administrator (Initials……………………)

**\* NB: The leaflet about Penalty Notices will not be relevant for all absence requests**

**Please give detailed information showing reasons for taking your child from school during term time. Where possible, please also attach any documentary evidence for reason. e.g. hospital letter, supporting letter from services C.O. etc**

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**IMPORTANT –**

Please indicate if a separate request for this period of absence has been made to another school (e.g, sibling’s primary school etc)

[ ]  **Yes – name of school…………………………………………………………** [ ]   **No**

Signed………………………………………………Relationship to Student……………………….