

**BISHOP RAWSTORNE CHURCH OF ENGLAND ACADEMY
APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

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

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

Bishop Rawstorne 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 90%.

Whenever we are unable to authorise an absence and the request is for 5 days or more, we will notify the local authority who will in turn issue a formal written warning of the process of how taking an unauthorised period of absence can lead to a penalty notice. The Penalty Notice will only be pursued if you choose to ignore the decision made by school.

Further information is contained in the Student Attendance Policy which may be viewed on the school website.

This form should be handed in to the main school office at least one week 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.

Student's Name _____ Tutor Group _____

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 is met, please see below for examples)*

Name of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

Examples of exceptional circumstances:

- Significant events eg family graduation/wedding/funerals etc.
- Work commitments (must be accompanied with a letter from employer)
- Organised activities through outside agencies eg: 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