



**Absence Request for Student Leave During Term Time**

Authorisation of absences are at the discretion of the Headteacher, and only in exceptional circumstances.

All absences, including for holidays, must be requested as far in advance as possible – the minimum notice period is 21 days. If you think your child needs to be taken out of school, this form should be completed by the parent/carer and returned to Northallerton School & Sixth Form College’s Student Reception within the minimum notice period.

Absences from School have a detrimental impact on student outcomes.

Details of Absence Request			
Name of Student		Year/Tutor Group	
Address			
Name of Parent/Carer			
Contact Number of Parent/Carer			
Reason for exceptional circumstances for absence request during term time <i>(please attach relevant paperwork including official letters, invitations, medical appointments, work information etc.)</i>			
Dates From		Total Number of Days	
Up to and including			
Signature of Parent/Carer		Date Signed	

ADMIN USE ONLY	Date Application Received			
% Attendance		% of Authorised		% of Unauthorised
Approved	YES		NO	
Action Taken Incl. Date	Reply Letter Sent = Yes/No		Information on SIMs = Yes/No	

**Note: Parents who take a child on leave in term time without the permission of the school, risk being issued with a penalty notice fine for unauthorised absences.**