



SIXTH FORM REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

Please submit absence requests to Mrs Piney in the Sixth Form - sixthform@hccs.info

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time.

FOR COMPLETION BY PARENT/CARER

You have requested the school’s permission for leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to the Sixth Form Office at sixthform@hccs.info. Completion of the form does not guarantee the leave of absence will be authorised.

Student’s Name: _____ Tutor Group: _____

First day of absence: _____ day _____ month _____ year

Return to school: _____ day _____ month _____ year

Number of days absent: _____ days

Please give full reason(s) for asking for leave of absence in term time

Parent/Carer’s Name: _____

Parent/Carer’s Signature: _____ Date: _____

It is important to have read and understood the school’s policy on attendance.

This application must be completed by the parent/carer with whom the student normally resides, with a minimum notice period of 3 weeks. Only in exceptional circumstances will this notice period be waived.

For Completion by School:-

Authorised

Unauthorised

Reason absence declined

Signed: _____ Date: _____