

Birkett House School
PUPIL LEAVE OF ABSENCE FORM



Name of Child:	
Form/Tutor Group:	
Date of Absence Request From:	To:
Please note: The Head Teacher no longer has the given permission for Leave of Absence up to 10 days per year for pupils. Any Leave of Absence to be considered if: - An application has been made in advance by the parent with whom the pupil normally resides. - The Head Teacher considers that there are exceptional circumstances relating to the application. Any absence where permission has not been gained other than illness etc will be marked unauthorised. Request will be refused if your child has a poor record of attendance. In addition, if a request has been made by the parent for brothers/sisters for the same dates- please provide us with their Schools details in the space below.	
Please provide an explanation of exceptional circumstances:	
Signed:	Date:

*FOR OFFICE USE ONLY

Absence/Holiday Reply Slip

Pupils Name..... Class.....

Absence request from To.....

Has been **agreed/not agreed** and any absence will be shown on their records as:

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Days Authorised

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Days Unauthorised because.....

Number of holidays taken this year..... Present Attendance.....

Signed Tom Harrup, Head Teacher Date.....

Please note that where unauthorised absences are taken legal advice may be taken.