

TUDOR GRANGE KINGSHURST ACADEMY ABSENCE REQUEST FORM

Form to be returned to the academy office with a minimum of two weeks notice

Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances.

Name of child _____ Date of Birth _____	Class _____
Please detail below the exceptional circumstance why you are requesting to take your child out of the academy. You may be invited into the academy to discuss your request. (please attach your supporting evidence)	
Address.....	
Leave of absence from date:..... to date Number of school days that your child will be absent from the academy	
Signature Name of Parent/Carer	Date

Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to Solihull MBC for issuing a Penalty Notice.

For Academy Use Only:

Previous requests for leave of absence Yes / No Attendance %

Evidence provided for exceptional circumstance Yes / No

Arrange to meet with Parent/Carer Yes / No Date & time

Authorised
Unauthorised
By Principal