



BOURNEMOUTH SCHOOL
FOR GIRLS

APPLICATION FOR LEAVE OF ABSENCE

To: *The Headteacher*

I wish to apply to have an absence authorised for:

Pupil's name:		Form:	
Date from:		Date to (inclusive):	
Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.			

Signature of Parent(s):	
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For Office use only			<input type="checkbox"/> Absence authorised
Date form received	Number of School days	% Attendance	<input type="checkbox"/> Absence unauthorised
			Signed Headteacher: _____

✂ _____

This section to be returned to the Parent(s)

Please note that even if this absence request is authorised, you may still receive letters of concern from the school if your child's attendance drops below a level that the school considers acceptable.

Pupil's name:		Form:	
<input type="checkbox"/> Absence authorised <input type="checkbox"/> Absence unauthorised % Attendance = _____ (as of/...../.....)			
Date from:		Date to (inclusive):	Number of school days:
Signed Headteacher:		Date:	

Notes to Parent(s)

The law does not grant parents/guardians an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have the parental responsibility and be the parent/carer with whom the child normally lives.

Permission **must** be sought in **advance**, normally at least a fortnight before. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child attending satisfactorily up to the date covered by this request.



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Pupil's name:		Form:	
Date from:		Date to (inclusive):	
<u>Permission granted:</u> Signed Headteacher: _____ Date: _____			
<u>Student guidelines:</u> 1. If permission is given for leave of absence, take this form to each of your teachers so they can set work. 2. On completion of the form, ask your <u>Form Tutor</u> and your <u>Head of House</u> to sign the form.			
Subject	Teacher	No. of lessons missed	Comment/Work set
I accept responsibility for making up work missed:			
Signature of student: _____			
<u>Signatures:</u>			
Form Tutor: _____		Date: _____	
Head of House: _____		Date: _____	