

STUDENT Planned Absence Request

Please give at least ten days' notice before the absence commences

Name of Student:	Tutor Group:
Dates Required: From..... To:..... Total Number of school days lost:..... My child will return to school on:	
Please note: <ul style="list-style-type: none"> Government guidelines prevent schools from authorising any leave of absence during term time unless there are 'exceptional circumstances'. The government has stated that taking a holiday in term time (because it is cheaper) is not an exceptional circumstance and this is why we have had little choice but to not authorise these holidays (please visit our website www.ibstockcollege.co.uk/policies/student-attendance for further details). We will treat each student planned absence request individually and sensitively. If absence is agreed (for exceptional circumstances), any days in excess of the agreed period will be marked as 'unauthorised absence' and recorded on your child's college record accordingly. The college is able to delete from roll a student who fails to return within 10 days of the agreed return date unless there is good reason for the continued absence. Any holiday leave taken without agreement will be marked as 'unauthorised absence' 	
Please indicate clearly the reasons why you are requesting this absence for your child: 	
Signed: Date: <i>(by parent with parental responsibility)</i>	
Print Name: Relationship to child:	

PLANNED ABSENCE REQUEST – reply slip

I am able to authorise your request for a term time absence on this occasion due to exceptional circumstances. Signed: Date: <i>(Ben White, Head of School)</i>
I am unable to authorise your request to take your child out of college as the request does not meet the criteria for exceptional circumstances. Signed: Date: <i>(Ben White, Head of School)</i>