

Kirk Hallam Community Academy – Absence request form



PLEASE NOTE – The Education **(Pupil Registration) (England) (Amendment) Regulations 2013** state that Headteacher’s should not grant approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

|   |                      |
|---|----------------------|
| Name of Student:  | Date of Birth:       |
|   | Tutor Group:         |
| Address:  |                      |
| Postcode:   |                      |
| First Day of Absence:   | Last Day of Absence: |
| Number of days absence .....Please supply in as much detail as possible the reason for your request and why you feel it is exceptional circumstances. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.<br>.....<br>.....<br>.....<br>..... |                      |
| Name of parent:   | Signature:           |
|   | Date:                |

**Do you have other children who attend other schools (e.g. primary school aged children)?**

Name(s)..... School .....

.....

**For College use only:**

Attendance current academic year .....%

SIMS updated – G or H .....

Attendance previous academic year .....%

Holiday s/s .....