

**Birkett House School**  
**PUPIL LEAVE OF ABSENCE FORM**



Name of Child:	
Form/Tutor Group:	
Date of Absence Request From:	To:
<p>Please note:  The Head Teacher no longer has the given permission for Leave of Absence up to 10 days per year for pupils. <b>Any Leave of Absence to be considered if:</b></p> <ul style="list-style-type: none"> <li>An application has been made in advance by the parent with whom the pupil normally resides.</li> <li>The Head Teacher considers that there are exceptional circumstances relating to the application.</li> </ul> <p>Any absence where permission has not been gained other than illness etc will be marked unauthorised.</p> <p>Request will be refused if your child has a poor record of attendance.</p> <p><b>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.</b></p>	
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:

☐

Days Authorised

☐

Days Unauthorised because.....

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

Signed ..... Chris White, Head Teacher      Date.....

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