

STUDENT ABSENCE - AUTHORISATION FORM

Request for Principal's Authorisation for Student Absence

Important - please read the following:

- All parents / carers signed a Home School Agreement when your child joined the school, undertaking to adhere to the following statement "Parents will ensure regular attendance is maintained throughout the five years and avoid taking children on holiday in term time".
- Any absence request during term time will not be authorised.
- Any absence request for family holidays will not be authorised.
- Please be aware, if your child is absent from school without the Principal's authorisation, this will be recorded as unauthorised on his / her Attendance Record. Unauthorised absences may arouse the attention of the Attendance Welfare Officer and result in a 'Fixed Penalty Notice' from the Local Authority.
- Any absence request for family bereavement will be authorised based on supporting paperwork (e.g. Order of Service / confirmation of date of flight booking if abroad).

Student's name: Tutor Group:

Dates of Absence (inclusive):

Number of school days to be absent:

Reason:

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Signature of Parent / Carer: Dated:.....

This form is to be completed by the parent / carer and forwarded to the Principal as soon as possible via the General Office or by email on office@shirley.croydon.sch.uk

For Office Use Only:

Authorised by the Attendance Welfare Officer Yes No

Additional Comments:.....