

# Absence Request Form

**BARLBY  
HIGH  
SCHOOL**



**The school will only authorise essential absence requests if they are deemed to be absolutely necessary. The approval of such requests is at the Headteacher's/Deputy Headteacher's discretion.**

**Taking students out of school during term-time seriously disrupts their education. It is now a national policy not to allow any holiday leave in school term-time.**

**Notes for completion:**

- Parent/Carer to complete Absence Request Form and return via child to Form Tutor
- Form Tutor to pass Absence Request Form to the Headteacher/Deputy Headteachers
- Copies to Attendance Officer and original to be sent home to Parent/Carer

**Section A: To Be completed by Parent/Carer**

Student Name:		Form:
From:	To:	Number of Days:

Reason for request (please give specific details):

Signature: _____ (Parent/Carer)	Date: _____
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**Section B: To be completed by the Headteacher/Deputy Headteacher**

The above absence from school has been authorised/ unauthorised \_\_\_\_\_ (please delete)

Signature: _____	Position: _____
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**Information for Parents/ Carers**

The approval of absence requests is at the Headteacher's/Deputy Headteacher's discretion and may be recorded as an unauthorised absence. Holiday requests will not be authorised. In certain circumstances, Parents/Carers can be issued with a fixed penalty notice where they take holidays in term-time which is not authorised by the Headteacher. A fixed penalty notice can require a parent/carer to pay a sum of either £60 or £120. Each Parent/Carer can be issued with a notice for each child. Leave for serious issues such as family illness or bereavement will be considered as compassionate leave.