

| **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:**   * Please complete the Absence Request Form and return via child to Reception or email to hello@bhs.hslt.academy | | |
| **Section A: To Be completed by Parent/Carer** | | |
| Student Name: | | Form: |
| From: | To: | Number of School Days: |
| Reason for request (please give specific details): | | |
| Signature: (Parent) | |  |
| **Section B: To be completed by the Headteacher/Deputy Headteacher** | | |
| The above absence from school has been authorised/ unauthorised (please delete) | | |
| Signature: | | Position: |

**Absence Request Form**

**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. Leave for serious issues such as family illness or bereavement will be considered as compassionate leave.