

Leave of Absence Request Form

Schools can only authorise absence in exceptional circumstances. If taking your son/daughter out of School is unavoidable, it is imperative that they make every effort to catch up with missed work on their return.

Please note: Term Time Holidays are not considered exceptional and cannot be authorised. If you take your child out of School without permission, the absence will be unauthorised and may incur a Penalty Notice issued by the Local Authority.

Information relating to Penalty Notices and Legal Action can be found on our School Website: <https://fernup.dorset.sch.uk/information/attendance-punctuality/>

Name of Student (s)..... Tutor Group.....

.....Tutor Group.....

Date of absence for which permission is sought:.....

Total Number of School days:.....

THE HEADTEACHER CAN ONLY APPROVE YOUR REQUEST IF THERE ARE EXCEPTIONAL CIRCUMSTANCES. PLEASE PROVIDE FULL DETAILS OF THE REASON FOR NEEDING TO TAKE THE ABOVE STUDENTS OUT OF SCHOOL DURING TERM TIME.

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

PLEASE E-MAIL THE COMPLETED FORM TO: Studentabsence@fernup.dorset.sch.uk