

## LODE HEATH SCHOOL ABSENCE REQUEST FORM

Form to be returned to the school office with a minimum of two weeks notice

Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances. Please provide any evidence you may have to accompany your request.

Name of Pupil: .....	Date of Birth.....  Class/Tutor Group.....
Address: ..... ..... .....	
Please detail below the <b>exceptional circumstance</b> why you are requesting to take your child out of school. You may be invited into school to discuss your request with Mr Wilson. <b><u>(please attach your supporting evidence)</u></b> ..... ..... .....	
Leave of absence requested from date ..... to date .....  Number of school days that your child will be absent from school: .....	
Name of Parent /Carer: .....	
Signature:.....	Date:.....

**Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to Solihull MBC for issuing a Penalty Notice.**

### For School Use:

Attendance %.....

Previous requests for leave of absence

Yes/No\*

No. of days.....

Evidence provided for exceptional circumstance

Yes/No

Arrange to meet with parent/carer

Yes/No\*

Authorised  Unauthorised

By Headteacher