



# KIRKBIE KENDAL SCHOOL ABSENCE REQUEST FORM

Please return this form to the School Attendance Administrator when completed

Kirkbie Kendal School believes regular attendance to be vitally important and parents/carers are asked for their active support in this matter. Leave of absence can only be granted in exceptional circumstances. Only the Headteacher of a School can authorise an absence. The Headteacher will not authorise an absence where a student will miss an examination. The Governors have issued the following statement about holidays in term time:

*'Removal of students from school during term time can cause disproportionate damage to their education and has an adverse affect on future achievement. It is therefore expected that parents will not arrange family holidays except during school holidays. While governors recognise that there may be considerable educational opportunities to be had from travel, they feel that these cases are the exception rather than the rule. The Headteacher has been asked therefore to actively discourage parents from causing their children to miss schooling.'*

*In the event that parents withdraw their children from school during term time, Governors reserve the right to request that Fixed Penalty Notices be issued by Cumbria County Council.*

## Part 1 – to be completed by parent/carer:

Having read the above Governors' statement, I still wish to request permission for my child to be absent from school, because of an exceptional circumstance.

I am writing to ask permission for my child to be absent from school between the following dates. This absence is exceptional and I will ensure that he/she catches up the work missed. Please explain the **EXCEPTIONAL** circumstances and attach any supporting information:

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Name of student (1) \_\_\_\_\_ Form group/tutor \_\_\_\_\_ HOY: \_\_\_\_\_

Name of student (2) \_\_\_\_\_ Form group/tutor \_\_\_\_\_ HOY: \_\_\_\_\_

First date of absence \_\_\_\_\_ Last date \_\_\_\_\_ Total days \_\_\_\_\_

Has a previous request for permission to be absent from this school been made? YES / NO

Year request was made and no. of days requested \_\_\_\_\_

Name of Parent/Carer: Mr / Mrs / Miss / Ms / Dr \_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

## Part 2 – to be completed by the Attendance Officer (AO) / HoY:

Current attendance percentage (excl any study leave) \_\_\_\_\_

Previous absence requests this academic year: YES / NO Dates \_\_\_\_\_

HOY to provide any supporting information:

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Initials of HoY: \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Initials of HoY: \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Circulation route: AO → HoY → JSd → AO

Details of final decision: \_\_\_\_\_

Absence request Authorised / Unauthorised Signed \_\_\_\_\_ Date \_\_\_\_\_

Next Action: \_\_\_\_\_

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