

# Bullers Wood School for Girls & Sixth Form

St Nicolas Lane, Logs Hill, Chislehurst, Kent. BR7 5UJ  
Tel: 020 8467 2280 Email: office@bwsgirls.org Website: www.bwsgirls.org

Headteacher: Mr Simon Hardwick



## Request for Leave of Absence from School (Please complete and return to your child's Head of Year)

It is necessary for approval to be obtained for a student's absence from school before it commences, otherwise the absence could be regarded as unauthorised and included on your child's annual report and for other official purposes, ie: returns to the Department of Education.

**Parents/Carers should complete this form and forward at least two weeks before the proposed period of absence (unless seeking compassionate leave), to the appropriate Head of Year.**

**Please note:** Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. All absences that are not authorised could be liable for a Penalty Notice, (ie a fine of £60), per parent/carer per child, upon your child's return to school.

I/We request my/our child: \_\_\_\_\_ in Form Group: \_\_\_\_\_

be absent from school on the following date/s (please specify AM or PM if appropriate): \_\_\_\_\_

\_\_\_\_\_ Total Days: \_\_\_\_\_

### Section 1

Please tick the relevant boxes below:

#### Reasons for request for leave of absence:

- a) To observe days set apart for religious observance by the religious body to which the parents/carers belong:
- b) To participate in an approved public performance or official examination:
- c) Compassionate reasons - please provide brief details below:
- d) Other reasons not included above (NB: requests in this section may be approved in exceptional circumstances)

**NB: Separate forms must be completed for each child if parents/carers are requesting leave of absence for two or more students.**

Signed by Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

## Request for Leave of Absence from School

*This section to be completed by the Head of Year and forwarded to Mrs Berry, PA to the Headteacher*

Student Name: \_\_\_\_\_ Form Group: \_\_\_\_\_ Attendance: \_\_\_\_\_ %

Head of Year comments: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

#### To be completed by BEH/Headteachers office:

Rec'd:		Student Name:		Form Group:	
--------	--	---------------	--	-------------	--

This leave of absence has been approved **YES / NO** on (date): \_\_\_\_\_

This leave of absence has **NOT** been authorised for the following reasons (if applicable):

Attendance is already below 95% for this academic year:  This request does not meet the criteria in Section 1 above:

Student will miss important preparation for public exams:  Two weeks notice not provided:

Other: \_\_\_\_\_

Signed by Headteacher	Date:	Date response sent to Parent/Carer: