



REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL

This form is to be completed by the parent or guardian and then forwarded to the Director of Learning or Pastoral Assistant at George Spencer Academy.

NOTE – S1 1086 OF 1981 – Regulation 12 reads –

In pursuance of arrangements made by the governing body of the School, on application made by the parent or other person having charge of the pupil he or she may, **exceptionally**, be granted leave of absence from the School.

At George Spencer Academy we pride ourselves in being an outstanding school. We recognise that pupils will only maintain a high standard of school work and maximise their full potential to achieve excellence through regularly attending school during term time as determined by the school calendar.

For those pupils currently undertaking their level 2 subjects in years 9, 10 and 11, it is especially important to remember that colleges of Further Education and other post 16 providers will request attendance data from the school for any application they may receive from your son/daughter. Poor school attendance is likely to disadvantage them academically whilst at school and when applying for post 16 courses or Further Education provision.

In most circumstances, absence for holidays will NOT be authorised.

I hereby request that: *(please add name and form below)*

Name: _____ Form: _____

Name: _____ Form: _____

Name: _____ Form: _____

be granted leave of absence from school from _____ to _____
(inclusive) in order to: *(please provide reasons for request below including details of any 'exceptional' circumstances)*

I / We understand that it is the responsibility of students to organise and catch up on all work missed.

Signature: _____ (Parent/Guardian) Date: _____