

REQUEST FOR LEAVE IN ADVANCE FORM

1. Ask your parent/carer to complete & sign this form.
2. Then give it to your Tutor/Director/Pastoral Team for an authorisation signature.
3. Hand in the form to Laurie Sutton, Attendance Officer, in the Main Building by Pastoral Office.
4. If you are requesting time off for a holiday this will be forwarded to the Principal for authorisation.
5. NO PERMISSION WILL BE GRANTED FOR PROFESSIONAL WORK AT KS4

Student Name:

Year/Tutor Group:

Strand:

From (Date):

To (Date):

Number of Days:

The reason for my request for leave of absence is:

I declare that the following information given above is true and understand that this form will be used to establish my registration marks.

Parent/Guardian Signature:

Date:

STAFF SIGNATURE SECTION (INTERNAL USE ONLY)

P16/KS4 Tutor/Director Signature:

Date:

Director of Pastoral Signature (KS4 only):

Date:

If requesting holiday

Date:

Principal's signature:

(Tutors/Directors/KS4 - please indicate whether this request is authorised or unauthorised)

Request for leave decision: