

REQUEST FOR LEAVE IN ADVANCE/ HOLIDAY FORM

1. Ask your parent/carer to complete & sign this form.
2. Then give it to your Tutor/Director/KS4 Team for an authorisation signature.
3. Hand in the form to Laurie Sutton, Attendance Officer, in Student Services.
4. If you are requesting time off for a holiday this will be forwarded to the Principal for authorisation.

Student Full 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:

P16/KS4 Tutor/Director Signature:..... Date:

Head of Key Stage 4 Signature:..... Date:.....

If requesting holiday:

Principal's signature: *Date:*

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

Request for leave authorised:

Request for leave unauthorised: