



St Albans Girls' School

Learning for Life in a Community where All can Excel

REQUEST FOR AUTHORISED ABSENCE FROM SCHOOL DUE TO EXCEPTIONAL CIRCUMSTANCES

Permission for leave of absence from school will only be given in very exceptional circumstances. There are 12 school week's holiday and removal of a young person during term seriously disrupts their learning. If you feel it is essential to request permission for leave of absence for your daughter/son please complete the information below.

Student's Name (s)	Tutor Group
1.
2.

Dates of absence from to Number of school days

The exceptional circumstances that require my daughter(s)/son(s) to be absent from school are:-
(Parents must guarantee that school work is undertaken during the period of absence and students should request work from subject teachers).

.....
.....
.....

Signed: (Parent/Carer) Date:
Please return form to **Mrs M Chapman**, Head Teacher, as soon as possible.

Permission for an authorised absence is granted because

Signed: Mrs M Chapman, Head Teacher Date:

Permission for an authorised absence has NOT been granted because

Signed: Mrs M Chapman, Head Teacher Date:

Please be aware that if this unauthorised absence is taken you may be at risk of being issued with a Fixed Penalty Notice

If a student has at least 15 sessions (half day = 1 session) unauthorised absence in the previous and/or current term, including holidays where parents/carers understand that permission had not/would not be given, the Head Teacher can apply for a Penalty Notice to be issued by the Local Authority. This can be for each parent/carer for each child. A fine of £60 is issued if paid within 21 days or £120 if paid within 28 days.

Head Teacher: Mrs M Chapman
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