



# Ribston Hall High School

## Request for leave of Absence during term time

To: Head of Year/ Head of Sixth Form

I hereby request leave of absence for:

Student's Name ..... Form .....

From: ..... To: ..... (Inclusive dates)

Please give reason for leave of absence during term time

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Signature of Parent/Guardian ..... Date .....

*If a holiday, please return this form to the Head of Year/Head of Sixth Form at least 14 days in advance*

Please note:

1. Holidays in term time are discouraged. We will only authorise holidays under exceptional circumstances and will take into consideration:
  - Overall attendance of the student
  - Duration of the holiday
  - Impact on the student's education
  - Family circumstances
2. Holiday request for students in their examination years (10 – 13) are strongly discouraged and rarely granted.
3. Failure to request leave beforehand or refusal to grant leave will result in your child's absence being recorded as Unauthorised, which could lead to a fixed penalty fine being served.

For School Use:

<b>% Attendance to date:</b>	
<b>Head of Year/ Head of Sixth Form (Please initial in the appropriate box):</b>	
<b>Authorised:</b>	<b>Unauthorised:</b>
<b>Letter to Parents (Date Sent):</b>	