



### LEAVE OF ABSENCE REQUEST

Please read the following notes before completing this form:

- There is no automatic right to take a leave of absence
- All requests will be considered on their own merits
- The power to authorise a leave of absence lies with the Principal
- Please include Evidence

<b>Student Name:</b>	<b>Tutor Group:</b>
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**Reason for absence:**

**Reason why visit/trip cannot be made in school holidays. Please provide evidence:**

**First day of absence:**

**Last day of absence:**

**Number of school days missed:**

**If the absence is authorised, we will need to know;**

- **The full address of your destination**
- **The name and phone number of a person we can contact if your child does not return on the agreed date**





Name of Parent / Carer:
Signature:
Telephone number:
Date:

**Please return the completed form to [absence@martinhigh.org.uk](mailto:absence@martinhigh.org.uk) before making the bookings**

Decision and comments:
Signature of Head of Year:
Date:

- Please be aware that a Fixed Penalty Notice is likely to be issued if leave of absence is taken without the Principal's consent. The penalty is currently £120 per parent/carer per child (reduced to £60 if paid within 21 days)
- If a parent/carer has been issued with a Fixed Penalty Notice on the 2 previous occasions, then on the 3<sup>rd</sup> occasion of unauthorised leave of absence being taken, a Fixed Penalty Notice will not be issue, but the parent/carer will be taken to court.
- If an extended period of unauthorised leave is taken, the student's name may be removed from the College roll.
- If authorised leave is granted, but the student does not return to College on the agreed date, the entire absence may be unauthorised. If she has still not returned after 10 further school days, her name may be removed from the roll.
- We may request to see copies of your travel documents to confirm your date of return if a period of leave is granted.

