

## CTC KINGSHURST ACADEMY ABSENCE REQUEST FORM

Form to be returned to the academy office with a minimum of two weeks notice

**Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances.**

<b>Name of child</b> _____ <b>Date of Birth</b> _____	<b>Class</b> _____
Please detail below the <b>exceptional circumstance</b> why you are requesting to take your child out of the academy. You may be invited into the academy to discuss your request. (please attach your supporting evidence) ..... ..... ..... ..... .....	
Address.....	
Leave of absence from date:..... to date ..... Number of school days that your child will be absent from the academy .....	
Signature ..... Name of Parent/Carer .....	<b>Date</b> .....

**Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to Solihull MBC for issuing a Penalty Notice.**

**For Academy Use Only:**

Previous requests for leave of absence Yes / No Attendance ..... %

Evidence provided for exceptional circumstance Yes / No

Arrange to meet with Parent/Carer Yes / No Date & time

**Authorised** 
**Unauthorised** 
**By Principal**