

Grammar School Lane, Northallerton, North Yorkshire DL6 1DD. Phone: 01609 773340 Fax: 01609 770265
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Head of School: Mrs V Rahn

Absence Request for Student Leave during Term Time

Authorisation of absences are at the discretion of the Head of School, and only in exceptional circumstances.

All absences, including for holidays, must be requested as far in advance as possible - the minimum notice period is 21 days. If you think your child needs to be taken out of school, this form should be completed by the parent/carer and returned to Northallerton School & Sixth Form College's Student Reception within the minimum notice period. Absences from school have a detrimental impact on student outcomes.

Details of Absence Request			
Name of Student		Year/Tutor Group	
Address			
Name of Parent/Carer			
Contact Number of Parent/Carer			
Reason for exceptional circumstances for absence request during term time (<i>please attach relevant paperwork including official letters, invitations, medical appointments, work information etc.</i>)			
Dates From		Total Number of Days	
Up to and including			
Signature of Parent/Carer		Date Signed	

ADMIN USE ONLY	Date Application Received			
% Attendance		% of Authorised		% of Unauthorised
Approved	YES		NO	
Action Taken incl. Date	Reply Letter Sent = Yes/No		Information on SIMS = Yes/No	

Note: Parents who take a child on leave in term time without the permission of the school, risk being issued with a penalty notice fine for unauthorised absences.