

Request for Student Absence

Please note there is no right for students to be granted authorised absences for family holidays or any other circumstances. St. Bede's Catholic Comprehensive School considers every request for leave in relation to the criteria below. A letter will be sent to you detailing approval or refusal.

Student Details

Name		
Date of Birth		
Tutor Group		
Address		
Any brothers or sisters Please list		School that brothers or sisters attend

Absence Request Details

Start date of requested absence		
End date of requested absence		
Total number of days requested		
Reason for request (Please state. If due to parents' workplace holidays give contact details of employer)		
Name of parent/carer (print):		
Signature:		Date:

For School Use

Current attendance% (in current academic year)		
Previous leave or holiday this academic year		
Does the request time coincide with examination periods		
Any mitigating/aggravating circumstances which indicate absences should/not be authorised		
Given information above and reason for request, is the absence approved?	Yes:	No:
Signature of Headteacher:		Date:
Register Code to be used for this absence:		
Referred to Educational Welfare Officer for action:	Yes:	No: