**Stretford Grammar School – Request for Absence during Term Time**

Students should in school during term time.

As a result of the change to the law the Governors' policy is not to authorise any absence for holidays. This form may be used to request absence but it must only be for **exceptional circumstances.**

| | | | |
|---|---|---|---|
| Name of Student | | Form | |
| First Day of Absence | | Returning to School | |
| Total Number of school days requested for absence | | | |
| Reason for absence. Please give as much information as possible explaining why the request is an exceptional one and provide documentary evidence ie: invitations/flight tickets, etc | | | |
| | | | |

I understand that absence affects academic progress, which may prevent achievement of expected standards and targets.

I understand that, according to Education Law, schools can only authorise absence for exceptional circumstances. Any absence longer than that agreed will be classed by the school as unauthorised for Local Authority and individual records. These may be consulted when references are written on my son or daughter.

I realise that if the absence is longer than 10 sessions/5 days, the student will be removed from the school roll. This means that on their return they will have to re-apply for a place, which may no longer be available if the admissions team have filled it from the waiting list.

Signed …….. Parent/Carer Date …….

Print Name ……

Please return the completed form to ***Mrs J McGeoghegan*** or ***Mrs T Flannery*** in the **Main School Office**

| **For Office Use** | | | |
|---|---|---|---|
| Students Attendance at present | | Total number of lates this academic year | |
| Date of meeting to discuss the absence: | | | |
| Headteacher decision: | Authorised - **YES** **NO** | | |
| Headteacher signature | | Date of signature | |