



Ribston Hall High School

Request for absence during the school day

To: Head of Sixth Form

I hereby request leave of absence for:-

Student name:		
Tutor group:		
Date(s)		
Time(s) of absence (if appropriate)		
Reason for request		
<input type="checkbox"/>	Medical appointment	(Please specify e.g. orthodontist, hospital etc. and attach evidence to this form)
<input type="checkbox"/>	Driving Test (Practical/ Theory)	
<input type="checkbox"/>	Other (Please specify):-	
<input type="checkbox"/>	Holiday (Please explain the reason for a holiday during term time)	

Signed:.....**Date:**.....
(Parent/Care Giver)

Please note:

1. Routine medical appointments should be made out of school hours. If this is not possible then evidence of appointments should be submitted along with this absence request form.
2. Holidays in term time are discouraged. We will only authorise holidays under exceptional circumstances and will take into consideration:
 - Overall attendance of the student
 - Duration of the holiday
 - Impact on the student's education
 - Family circumstances
3. Failure to request leave beforehand or refusal to grant leave will result in your child's absence being recorded as unauthorised, which could lead to a fixed penalty fine being served.

For School Use:

% Attendance to date:	
Authorised:	Unauthorised:
	Letter to parents (Date Sent):