



Trinity School

LEAVE OF ABSENCE REQUEST (SIXTH FORM)

Please note that all requests for leave of absence are dealt with in accordance with the provision laid down in the 1944 Education Act. This allows parents/carers to **REQUEST** the absence of their son/daughter from school for a period of up to two weeks. Therefore, absences of more than two weeks should not be arranged in term time.

A total of thirteen weeks holiday is already available to all parents/carers. Absence at any time would inevitably lead to your son/daughter missing valuable teaching time or even examinations. Therefore, it is unlikely that it would be possible for arrangements to be made for catching up the work missed nor can work or tests be rearranged to accommodate such absences. This could have a detrimental effect on subsequent examination performances.

It is the student's responsibility to make subject teachers aware of any forthcoming absences. (Where students have more than one teacher for any one subject, **ALL** subject teachers must be made aware of the absence).

Please complete the form below, **having first sought approval from the appropriate members of staff**, and return it to the Sixth Form Office as soon as possible.

I request permission for:

Name of Student: _____ Form: _____

To be absent from school from **(inclusive dates and times)**:

_____ until _____

Reason for absence: (Absences may be authorised at the discretion of the Head of Sixth Form. Holidays of more than 2 days **will** be recorded as **unauthorised**).

Please tick

Family holiday- 2 days or less.	
Family holiday- more than 2 days.	
University Open Day (please state university).	
Interview (please state where).	
Medical/ dental appointment.	
Other (please specify).	

Signed: _____ (parent/carer) Date: _____

Print Name: _____

Subject(s)	Signature of Subject Teacher(s)	Teacher comments and work set
Office Use only	Authorised <input type="checkbox"/> Unauthorised <input type="checkbox"/>	