



# BENTLEY HEATH CHURCH OF ENGLAND PRIMARY SCHOOL



## ABSENCE REQUEST FORM

**Please return this form to the school office with a minimum of two weeks notice**

**Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances.**

Name of Pupil .....	Class .....
Date of Birth .....	
Please detail below why you are requesting to take your child out of school. You may be invited into school to discuss your request. (please attach your supporting evidence) ..... ..... ..... .....	
Address.....	
Leave of absence <b>inclusive</b> dates: From..... to ..... Number of schools days that your child will be absent from school .....	
Signature .....	Date .....
Name of Parent/Carer .....	

**Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to Solihull MBC for issuing a Penalty Notice.**

### For School Use:

Previous requests for leave of absence	Yes / No	Current Attendance ..... %
Evidence provided for exceptional circumstance	Yes / No	
Arrange to meet with Parent/Carer	Yes / No	Date & time .....

<b>Authorised</b>		<b>Signed:</b>	<b>(headteacher)</b>
<b>Unauthorised</b>		<b>Date:</b>	