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Head Teacher: Mrs R Browne

## APPLICATION FOR AUTHORISED ABSENCE

In the case of more than one pupil, please only complete one form.

Please give as much notice as possible for absences.

Pupil Name(s): ..... Year(s): .....

Dates requested, from:..... to:.....

Reason for request:

*Please explain if there are any exceptional circumstances or compassionate reasons for the absence.*

.....  
.....  
.....

Please note:

The Government has stated that in the interest of promoting good attendance and reducing absences, including persistent absences, that head teachers may not grant any leave of absence for holidays during term time unless there are "exceptional circumstances".

Signed: ..... Date: .....

You will be informed as soon as a decision has been made. It is important to note that if the request is denied and the pupil or pupils are absent from school during this period, then their absences will be marked as unauthorised.

As per the Government framework to improve school attendance, it is the school's responsibility to apply for fixed penalty notices for unauthorised absences.

School use only:

Pupil attendance: ..... Unauthorised absences: .....

Decision: Authorised/Denied

Signed:..... Date:.....