



### School Absence Request Form

This form will need **to be returned to the school office with at least 2 weeks' notice** for the request to be considered.

**Please note that there is no automatic right for pupils to be granted authorised leave of absence. Requests will only be considered where there are exceptional circumstances. (see guidance on school website)**

Name of pupil: Date of birth:	Class/year group:
Contact details Email: Telephone number:	If you are also applying for a sibling(s) absence in any of these schools? (please tick all that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> Picknalls First School</li> <li><input type="checkbox"/> Bramshall Meadows First School</li> <li><input type="checkbox"/> Richard Clarke First School</li> <li><input type="checkbox"/> All Saints First School</li> <li><input type="checkbox"/> Hutchinson Memorial First School</li> <li><input type="checkbox"/> Windsor Park Middle School</li> <li><input type="checkbox"/> Ryecroft Middle School</li> <li><input type="checkbox"/> Oldfields Hall Middle School</li> <li><input type="checkbox"/> Thomas Alleyne's High School</li> </ul>
Please give details below of the exceptional circumstances as to why you are requesting to take your child out of school. You may be invited to school to discuss your request. (Please attach any supporting evidence – original documents only)	
<b>Leave of absence</b> From (date and time) ..... To (date and time)..... Number of school days or half days that your child will be absent from school.....	
<i>Name of parent/carer (who the pupil normally lives with and who has parental responsibility)</i>  Signature:	Date:

*As a school, we are obliged to inform you that you may be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with Staffordshire County Council Code of Conduct and the "Working Together to Improve School Attendance" statutory guidance (effective 19th August 2024)*