Parents/carers of pupils at Redwood Secondary school may make an application during term time to request leave of absence, please be aware of the following:-

* Application for Leave of Absence should be applied for 6 week in advanced before an interview with the Deputy Head or Headteacher.
* Up to 2 weeks may be given under exceptional circumstances, each request will be looked at individually and this will depend on your child’s attendance taking into consideration the government guidelines which state that a student attendance should be 95% or above.
* Longer holidays will not be agreed under any circumstances and will be treated as unauthorised absences which could lead to a penalty notice, fine, legal action, or your child being taken off role.

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| --- | --- |
| Name: | Form: |
| Reason for Absence: (Please provide specific details) | |
| First date of Absence: | Total No. of Days: |
| Return Date to School: | |
| Parent Signature:  Date: | |
| Agreed by KS Manager: Yes / No  If no give reason:  Signed: | |
| Agreed by Headteacher: Yes / No  Signed:  Date: | |
| **FOR OFFICE USE ONLY:** Entered on ARBOR Y / N Signature:  Date:  Pupil Current attendance rate is  **%** | |

**Please return to Redwood reception**