

TOMLINCOTE SCHOOL AND SIXTH FORM COLLEGE

Request for Absence

Name of Student: Form:

Will be absent from school (give date) from: up to & including:

Reason:

.....

Signature: Date:

Please print name:

Address to reply to:

This form must be completed by the Parent or Guardian and forwarded to the relevant Year Co-ordinator for authorisation *well before* the period of absence.

Published and stated County, School & College policy is that term time holiday absence is *not* generally authorised other than in exceptional circumstances and may be liable to a Penalty Notice. An 'unauthorised' absence is recorded as such and teaching staff are not expected to support such an absence by rearranging work, coursework deadlines or marking schedules.