



*Think for yourself, act for others*

## Absence Request – Non Educational

Full attendance is vital for your child’s education progress. We **do not** authorise holiday absences as they hinder academic attainment. Students receive approximately 13 weeks’ holiday from school each year, adequate time for family holidays to be taken.

If you wish to apply for your child to be absent from school, please complete this form and return it to the Sixth Form Office at least two weeks before the first day of absence.

**Any leave without the school’s advance permission will be considered unauthorised and will be recorded as such.**

Name: ..... Year Group: .....

Reason for absence: .....

.....

First date of absence: ..... Return date: .....

### Teachers

Subject: ..... Teacher signature: .....

Work to catch up on: .....

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Subject: ..... Teacher signature: .....

Work to catch up on: .....

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Subject: ..... Teacher signature: .....

Work to catch up on: .....

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Subject: ..... Teacher signature: .....

Work to catch up on: .....

.....

### Parent/Carer

Please sign below to authorise your son/daughter’s absence and to acknowledge the work they will miss and must catch up on.

Name:.....

Signature: .....

### Cheney School Authorisation

Date form received: .....

Authorisation given: yes/no

SIMS Updated: .....

