

**BISHOP RAWSTORNE CHURCH OF ENGLAND ACADEMY  
APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

This form is to be used to request an absence in advance.

Any absence taken for an event that is known about in advance for which permission was not sought first will be deemed an unauthorised absence.

Bishop Rawstone reserves the right to unauthorise any absence previously authorised where attendance falls below 92%, furthermore, absence should not be requested for any student whose attendance is below 90%.

This form should be handed in to the main school office at least one week in advance of the request. If leave of absence is not agreed by the school, then the absence will be recorded as an unauthorised absence.

Student's Name \_\_\_\_\_ Tutor Group \_\_\_\_\_

Absence requested from (day & date) \_\_\_\_\_ to \_\_\_\_\_

Total number of school days to be missed \_\_\_\_\_ (days)

Reason for absence *(Please give full details of the exceptional circumstances requiring authorisation – requests will only be authorised if certain criteria is met, please see below for examples)*

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Name of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Examples of exceptional circumstances:**

- Significant events eg family graduation/wedding/funerals etc.
- Work commitments (must be accompanied with a letter from employer)
- Organised activities through outside agencies eg: Duke of Edinburgh, Scout events, Sporting activities
- Music and/or dance exams

Absence requests are not normally authorised for:

- Occasional visits
- Family days out
- Holidays

**Please note – No absences can be authorised retrospectively**