



# THE BRUNTS ACADEMY

## ABSENCE REQUEST FORM

Please note that absence will only be authorised during term time in **exceptional circumstances**. This decision is made by the Academy Education Welfare Officer in consultation with the Principal and **additional evidence/documentation to support your request should be provided at the time of the request.**

I request that my child be granted leave of absence from school for the reason and time period detailed below

Name of pupil: \_\_\_\_\_ Tutor group: \_\_\_\_\_

Name of siblings in other year groups: \_\_\_\_\_

Please return to school by emailing [BRUAttendance@bruntsacademy.org](mailto:BRUAttendance@bruntsacademy.org) giving at least **12 school days' notice**.

First day of absence	
Last day of absence	
Date pupil is returning to school	
Total number of <b>school</b> days absent	
Reason for absence	

Please give a *full* explanation why this absence has to be taken during term time: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By completing this form, I understand that if Brunts Academy refuse an application or part of it and I continue to take my child out of school or remain absent beyond the time period granted, the absences will be treated as unauthorised. A pattern of unauthorised absences or a one-off absence may lead to a referral to Nottinghamshire County Education Welfare Service for their consideration of legal action or a Fixed Term Penalty Notice.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Parent/Carer (delete as appropriate)

**THE BRUNTS WAY**

  
**Be Proud**

  
**Be Respectful**

  
**Be Resilient**

  
**Be Ambitious**



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## For the authorisation of Principal / Academy Education Welfare Officer

1) This absence HAS been authorised

2) PART of the absence has been authorised for a period of \_\_\_\_\_ days.

From \_\_\_\_\_ to \_\_\_\_\_

Please note that any absence beyond this date will be unauthorised.

3) This absence HAS NOT been authorised as the reason given does not meet exceptional circumstances.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Academy Education Welfare Officer in consultation with the Principal

Letter/Email sent to parent/carer on: \_\_\_\_\_

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