



BOURNE GRAMMAR SCHOOL



Application for Leave of Absence for Students

Date of Application:	
Student's Name:	
Sibling's name (if the application relates to more than one child in School):	
Tutor Group(s):	
Address:	
E-mail address: <i>Reply will be sent by e-mail where possible.</i>	
First day of proposed absence:	
Date on which student will return to school:	
No. of school days which will be missed:	
Reason for request: <i>Please see the notes overleaf before completing this section.</i>	
Signed: (Parent/Carer)	

*This form MUST be completed and returned to Mr Brunker
AT LEAST TWO WORKING WEEKS BEFORE THE REQUESTED
PERIOD OF ABSENCE*

Parents/carers are responsible for ensuring that students complete any work missed during the absence

COMPLETION BY SCHOOL ONLY:

<i>Date Received:</i>			
<i>Authorisation Granted:</i>	YES	NO	FURTHER INFO REQD
<i>Signed:</i> <i>(Headteacher)</i>	ENTERED ON SIMS		
	EMAIL/LETTER		

Parents need to make an advance application for the following reasons:

1. Family Holiday

Holidays during term-time would only be authorised in exceptional circumstances.

2. An off-site educational activity such as approved tuition or residential courses.

3. Interview.

4. Family Bereavement.

5. Day(s) of Religious Observance.

Please note:

- Requests for absence, if approved, will be recorded as ‘Authorised Absence’.
- If attendance has not been consistent (95% or above) approval is unlikely to be granted.
- Any request must be made in advance; retrospective applications cannot be considered.