

LEAVE OF ABSENCE IN TERM TIME

Frome College will not approve any absence in term time, except in special circumstances. Please complete the section below and return to your child’s Head of House at least one month before the requested absence. The college will endeavour to respond to your request within 5 working days via the Attendance office. In the event your child is granted authorised absence they will be expected to collect and complete all missed work. Please visit the Frome College website for detailed information regarding leave of absence in term time.

Please be aware that if holidays are taken without approval, this information will be passed to our Educational Welfare Officer and a Penalty Notice may be issued without further warning. Payment of a Penalty Notice within 21 days is £60 between 22 and 28 days is £120.

Student Name..... Tutor Group.....

Absence Period (1st Day of absence).....to (Return date to college).....

Number of school days to be missed.....

Signature of Parent/Carer.....

Address.....

Siblings at other schools Name:..... School

Name..... School

A detailed letter explaining the reason for absence needs to be attached to this form or an appointment needs to be made to discuss with your child’s HOH for consideration and a decision will be made by the Principal. If the absence is for religious observance, please include names and contact details of your place of worship.

College use only - HOH role

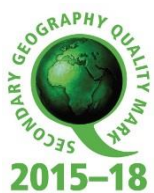
Letter explain reason for request received? Yes/No

Attendance.....% Unauthorised absence% Authorised absence

Previous Year’s Attendance.....% Has absence request already been taken this year? Yes/No

HOH recommendations

Principal signature.....



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