



**PUPIL ABSENCE REQUEST FORM**  
(Other than sickness or medical appointment absence)

This form is to be used to request in advance that an absence should be deemed as an **authorised** absence by the Principal of Bolingbroke Academy. 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. This form should be handed/mailed to the **PA to the Principal** at least a week in advance of the request.

<b>PUPIL NAME</b>	
<b>LEAVE START DATE</b>	<b>LEAVE END DATE</b>
<b>TOTAL NUMBER OF DAYS MISSED</b>	<b>CIVITAS GROUP AND TUTOR</b>
<b>PURPOSE OF LEAVE</b>	
Parent's signature: _____	Date: _____
<b>PLEASE SUBMIT THE COMPLETED FORM TO THE PA TO THE PRINCIPAL YOU WILL BE EMAILED WITH A RESPONSE WITHIN 48 HOURS</b>	
Office use only:	
Authorised _____	Attendance _____
Date _____	Effort Score Average _____
Email sent _____	Absence code _____

**LEAVE OF ABSENCE**

Pupils of school age must, by law, attend school regularly. If your child is to be away from school you need to seek approval from the Principal of Bolingbroke Academy to approve the absence in advance, which they will do when there is an exceptional reason.

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return.

If leave of absence is not agreed by the school, then the absence is recorded as an unauthorised absence