



Wallington High School *for Girls*

APPLICATION FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL FOR DISCRETIONARY REASONS

Please complete this form if you are requesting a leave of absence for your child from Wallington High School for Girls **at least two weeks in advance of leave and return via our reception or electronically to attendance@wallingtongirls.org.uk**. Students are expected to attend school throughout the school year and a leave of absence will only be approved in exceptional circumstances.

The Headteacher will consider any request for a period of absence using the following information:

1. The student's previous attendance history.
2. The student's stage of education
3. The time of year
4. The nature and reason for the absence

Please allow 10 working days to receive a response regarding your request.

Please note if your child is out of school for a period of unauthorised absence, you may receive a fine from the local Authority.

WHSG Student(s) Details

Full Name of Student			
Tutor Group and Year			

Details of Absence Requested

Start date of request		Date of Return to school	
Reason for Absence (Please provide as much detail as possible)			

Parent/Carer details

Parent/Carer Full name			
Signature		Date signed	

For Office use Only

Date Application received		No of Days of Absence being requested	
No of Absence days this year		Date absences checked	
Application seen by (Please inset name)			
Attendance Officer		Headteacher/Head of 6 th Form	
Decision			
Decision Reached (circle decision)	Authorised / Unauthorised / Partly Authorised		
Reason for Decision and any additional details about partial authorisation			
Date decision reached		Date Parent/Carers informed	