



SHERINGHAM HIGH SCHOOL

Holt Road Sheringham Norfolk NR26 8ND

T: 01263 822363 F: 01263 821413

E: office@sheringhamhigh.co.uk W: www.sheringham.co.uk

Headteacher: Dr Andrew Richardson

APPLICATION FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL FOR EXCEPTIONAL CIRCUMSTANCES

FULL NAME OF STUDENT	Year Group	Form Group

Dates of absence: From..... No of school days

Return to school date.....

Please give reasons why the request for leave of absence is being made during term time.

The Headteacher will consider the following points before authorising leave of absence:

- The student’s previous attendance history. The current attendance target for students at SHS is 96%
- The age of the student(s) concerned
- The student’s stage of education and the time of year (exams or controlled assessments) eg. No holidays authorised for years 10, 11 due to exam preparation.
- The nature of the visit. No holidays authorised for all year groups during September unless exceptional circumstances at the discretion of the school.
- Whether the parents / carers are restricted in terms of leave from their employer e.g armed forces, police etc

FOR OFFICE USE ONLY:-

Seen by Senior Teacher

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TO BE RETURNED TO PARENTS / CARERS:-

The leave of absence request for _____ has been authorised.

The leave of absence request for _____ **has NOT been authorised for the following reason:-**

NB Leave of absence that has not been authorised will count as an unauthorised absence on your child’s records