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 Sarah Francis, Raising Attendance Leader (RAL) 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 and 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 the 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 observation, please include names and contact details of your place of worship.

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College use only – RAL

Letter explaining reason for request received? Yes/No

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

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

RAL/HOH Recommendations

Principal's Signature ……..

Principal
Emma Reynolds

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BA11 2HQ

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