

OATHALL COMMUNITY COLLEGE

**Request for Authorised Absence in Term Time for Leave or an Approved Activity**

**PART A**

To: Mr T Houghton (Headteacher)

Authorised leave of absence / approved activity\* is requested for:

*\* delete as appropriate*

Name of Student \_\_\_\_\_ Tutor Group \_\_\_\_\_

Dates: from \_\_\_\_\_ to \_\_\_\_\_

**Please note: You should attach a letter to the Headteacher outlining the reasons for your request. Thank you.**

**Notes for parents**

- 1 If requesting leave / approved activity for more than one child please complete a form for each child but naturally attach only one letter of request.
- 2 Oathall follows Government and Local Authority Guidance. You should be aware that **leave will only be granted in exceptional circumstances**
- 3 Guidance on approved activities can be found on the reverse of this form
- 4 If your request cannot be authorised we would be happy to discuss the reasons for this decision with you.

**PART B – PARENTAL REPLY**

Thank you for your letter of request for authorisation for leave / approved activity in term time

Your request is approved and the absence as set out above is duly **authorised**.

I am afraid your request does not meet the guidelines that allow us to authorise the absence for leave / approved activity, therefore if the student is absent as proposed the absence will need to be registered as **unauthorised**.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
For Oathall

**Action:** TDH → Attendance Co-ordinator for: (i) registration (ii) record keeping  
(iii) informing home, copy to Year Leader

## **GUIDANCE ON APPROVED ACTIVITIES**

The following are examples of circumstances where we would consider authorising a period of absence:

- A representative sporting activity/event
- A performing arts activity/event
- An affiliated club/organisation activity/event
- An educational activity/event that is related to the school curriculum

Please note that you should attach a letter outlining the details of the activity/event for which you are requesting absence.

Thank you