

Completed forms are to be returned to the school with a minimum of four weeks notice

Please note that there is no automatic right for students to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances, in line with guidance from Solihull MBC and the Government. We may also request for further information/evidence relating to any leave of absence request.

The following are NOT considered legitimate reasons for absence and requests will be unauthorised and fined in accordance with DfE guidance:

- Trips and visits to family/friends.
- Your child's birthday.
- Cheaper family holidays.
- Tickets to sports/cultural events.
- Quieter holiday times due to a SEND need (as we provide a quieter week in the October half term)

Name of Student:	Date of Birth:	Tutor Group:
Address:		Postcode:
Please detail below the exceptional circumstances why you are requesting to take your child out of school. You may be invited into school to discuss your request with a member of the school's Senior Leadership Team. (please attach your supporting evidence)		
Location of the trip/event: _____		
Who is accompanying this child on the leave of absence and what is their relationship to the student? _____		
Please enter below the dates that you are requesting for your child to be absent from school. First date of absence (DD/MM/YYYY): _____ Last date of absence (DD/MM/YYYY): _____ Expected date of return to school (DD/MM/YYYY): _____ Total number of school days that your child will be absent from school: _____		
Full Name of Parent/Carer:		
Signature:	Date:	

NB: Any leave of absence which has not been agreed will be marked as unauthorised. These may be referred to Solihull MBC which could result in the issuing of a Penalty Notice.