



Midhurst Rother College

The best in everyone™

Part of United Learning

REQUEST FOR ABSENCE IN COLLEGE TIME

STUDENT'S NAME: **TUTOR GROUP:**

FROM: **TO:** **NUMBER OF COLLEGE DAYS THAT WILL BE MISSED:**

REASON FOR SEEKING ABSENCE DURING COLLEGE TIME:

Regular attendance and punctuality helps students reach the highest standards of which they are capable. A daily 'Home Call' system is in place to follow up unexplained absences.

The College policy is that holidays taken during term time will be deemed as unauthorised absence.

Unauthorised holidays of 5 days or more will result in a referral to West Sussex County for further legal action which may well involve the issuing of a Fixed Penalty Notice. Leave of absence will only be granted to students on formal request and where there are clear extenuating circumstances. Emergency requests will always be considered sympathetically.

SIGNED: (Parent/Carer) **DATE:**

To be completed by the Attendance Officer on receipt before passing to a senior member or staff

Previous year's attendance	%	Green more than 95% =Satisfactory
Current year's attendance	%	Amber 85%-95% =needs improvement
Colour code Green, Amber, Red		Red less than 85% = unsatisfactory

To: Parent/Carer

STUDENT'S NAME: **TUTOR GROUP:**

Your request is **not authorised**

Your request is **authorised**

Comment

SIGNED: (Principal/Vice/Assistant Principal) **DATE:**