



Oxley Park

Academy

DREAM BELIEVE ACHIEVE

TWO SITES
ONE HEART
ONE MISSION
ONE SCHOOL

EXECUTIVE PRINCIPAL

Mr Noel Springett-McHugh BEd (Hons) NPQH

ASSOCIATE PRINCIPAL

Mrs Karen Draper BEd (Hons)

ABSENCE REQUEST FORM

Where possible, a request should be made at least one week prior to the start of the absence. Absences may be authorised in exceptional circumstances only.

The school's policy is not to authorise holidays from school.

When requesting an absence during term time parents/carers are asked to consider the below:

- By missing lessons will my child fall behind or fail to make progress?
- Will missing lessons interfere with preparation for national tests?
- Has my child missed lessons during the school term due to ill health or other absences?

For further information please refer to the Department of Education website:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>

Name of Pupil(s)..... Class(s)

I request permission for my child(ren) named above to accompany me to

..... **(this must be completed)**

From to(give dates).

If you need to write more, please attach a letter to this request form.

If this request is for **5 or more days continuous leave** and is not authorised it will automatically be referred to the Education Inclusion Partnership where a Fixed Penalty Notice may be issued. Each parent can be issued with a notice for each child so two parents with two children can potentially be issued with four notices.

Signature of Parent/Guardian/Carer..... Date.....

I confirm that the above request has been considered and will be recorded as Authorised (C) or (H) / Unauthorised (G) or (O) on the Attendance register and a referral made if necessary.

Signature of Associate Principal..... Date.....

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Oxley Park Campus: Redgrave Drive, Milton Keynes, MK4 4TA

Shenley Wood Campus: Merlewood Drive, Milton Keynes, MK5 6GG

Tel 01908 503870 E: oxleyoffice@oxleyparkacademy.com

Tel: 01908 506899 E: shenleyoffice@oxleyparkacademy.com

FOR OFFICE USE ONLY:

Authorised days.....

A referral will be made to
School Attendance,
Education Sufficiency & Access

Number of days requested to date:

Unauthorised days

Yes / No Date

Code

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