

Sir Robert Pattinson Academy

Via Diversa Vita Una



Absence from Sir Robert Pattinson Academy Request Form

Date Application Made:	First day of absence:	Last Date of Absence:	Total number of school days:
This request is for the following child/children:			
Name:		Tutor Group:	
Name:		Tutor Group:	
Name:		Tutor Group:	
Name:		Tutor group:	
The reason for this request is:			
I made this application after consulting the School Attendance Policy and I understand that should I decide to remove my child/children without authorisation, it may result in a fine.			
Name of Parent:		Signature of Parent:	

SCHOOL USE ONLY					
Current Attendance%		Number of applications this academic year			
Authorised		Unauthorised		Date Letter Sent:	
				Date Call Made:	
Head Teacher Signature:					
Entered on Register		Entered on Tracker		Passed to Pastoral lead	



Headteacher: Mr D. J. Hardy BA (Hons) PGCE
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