



# Sir Robert Pattinson Academy

*Sapientia et Doctrina*

Headmaster: Mr D. J. Hardy BA (Hons) PGCE  
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Company Registration No: 07690250

## Absence from Sir Robert Pattinson Academy Request Form

Date Application Made:	First day of absence:	Last Date of Absence:	Total Number of Academy days:
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This request is for the following child/children:

Name: ..... R2L Group: .....

Name: ..... R2L Group: .....

Name: ..... R2L Group: .....

Name: ..... R2L group: .....

The reason for this request is:

I made this application after consulting the Academy Attendance Policy and I understand that, should I decide to remove my child/children without authorisation, it may result in a fine as per below:

### ⚠ Penalty Notice Framework

Offence	Fine	Notes
First	£160 (or £80 if paid within 21 days)	Per parent, per child
Second (within 3 years)	£160	No reduction
Third or further (within 3 years)	No notice issued	Case referred to Magistrates' Court

- **Magistrates' fines** can reach **£2,500 per parent, per child**, and may appear on a **DBS certificate**.

Name of Parent/Carer:	Signature of Parent/Carer:
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ACADEMY 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 House for filing	

