



Sir Robert Pattinson Academy

Sapientia et Doctrina

Headmaster: Mr D. J. Hardy BA (Hons) PGCE
Moor Lane, North Hykeham, Lincoln. LN6 9AF

01522 882020

enquiries@srpa.co.uk | www.srpa.co.uk

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:
------------------------	-----------------------	-----------------------	-------------------------------

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 Please be aware , if the first PN remains unpaid, there will be no second fine. The case will instead be referred to the Magistrate's Court.	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:

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 to file	

