

COLLEGE INTERVIEWS - LEAVE OF ABSENCE

To be completed by Parents/Guardians and returned to Student Services **at least 10 days** prior to the requested period of absence.

We ask parents to make every effort to avoid disruption to their children's education through term-time absence. However, we recognise that sometimes there are exceptional circumstances which necessitate the removal of your child from school during term-time.

Principals and Headteachers are able to authorise absence from schools and colleges if the request meets the criteria of **exceptional** circumstance.

Reason for absence – College Interview

Student Name:		
College:		
Date of Interview:		
Times of absence from college	From:	To:
Name of person who will be collecting your child: Relationship to the student: If sharing transport and your child will be travelling with another parent please give details of the other student (name etc.) Proof of ID will be required		

Signed: _____ (Parent/Carer) Date: _____

Office Administration:
Date request rec'd

Details
recorded

Register
Mark

Authorised by:

Signed:

Date:

