



**Request for Leave Of Absence during Term Time and
for Overseas Leave for Exceptional Circumstances**

Birchfield Independent Girls School complies with the terms of the 1998 Data Protection Act, and any subsequent relevant legislation, to ensure personal data is treated in confidence, in a manner that is fair and lawful.

Pupils' Name.....

Year Group.....

First Day of Absence.....

Last day of absence.....

Total school days missed.....

Exceptional Circumstances are as follows:

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.....
.....
.....

I confirm that the child(ren) will be staying at the following address during the absence period:

(Please give the full address of the temporary residence address, where contact can be made with the child and parent/guardian during the period of absence)

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.....

Your daughter's place at the school will only be reserved if the full fees for the term have been paid for before going on leave. It is understood that if she does not return by the agreed date, there will no longer be a place for her at the school. She will be taken off the school register, and reported to the Pupil Tracking Team at Birmingham City Council.

I understand that if the absence request is unauthorised, the school will follow the procedures of the Birmingham City Council 'Spotlight on Attendance' from which there will be a fine issued.

Name of parent / guardian: _____

Parent / guardian signature: _____ Date: _____

Full terms fees paid: Yes / No Finance Name: _____

Finance signature: _____ Date: _____

Authorised by Headteacher: Yes / No

Head Teacher signature: _____ Date: _____

PLEASE GIVE 2 WEEKS FOR THE SCHOOL TO RESPOND TO THIS REQUEST.