



# Bassingbourn Village College

South End, Bassingbourn, Royston, Hertfordshire SG8 5NJ

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Email: [Office@bassingbournvc.org](mailto:Office@bassingbournvc.org)

Website: [www.bassingbournvc.net](http://www.bassingbournvc.net)

Part of the Anglian Learning Trust

Limited by guarantee registered in

England and Wales with registered no : 07564749

Registered address: Lode Road, Cambridge CB25 9DL

## Student Leave of Absence Request Form

Please read the following notes before completing this form.

- All requests will be considered on their own merits.
- If the request is for more than one child, please complete a separate form for each child
- There is no automatic right to leave of absence.
- Parents and carers should read the college Attendance Policy, available on the website; this policy provides guidance regarding when a fixed penalty notice may be issued following a period of unauthorised absence.

<b>Student name: (if more than one child, complete a separate form for each child)</b>	
<b>Mentor group:</b>	

<b>Planned first day of absence:</b>	<b>Planned return date to school:</b>	<b>Number of school days missed:</b>

Reason for request:
Please provide evidence as to why this trip/visit cannot be made in the school holidays:
Parents/carers name:
Parents/carers signature:
Request date:

Please email this form to [absence@bassingbournevc.org](mailto:absence@bassingbournevc.org) or send the paper copy in with your child and ask them to hand in at Reception.

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**For office use only:**

Date request received:

Principal's decision:		
Extended absence authorised:	Yes	No
Fixed Penalty notice to be issued:	Yes	No

Date email/letter sent to parent/carer:

Absence added to Bromcom: YES/NO