



STUDENT ABSENCE REQUEST FOR EXCEPTIONAL CIRCUMSTANCES

To The Principal
Heathrow Aviation Engineering UTC

I wish to apply for: _____

Class/Tutor Group: _____

To be authorised as being absent from Heathrow Aviation Engineering UTC from:

_____ to _____ (inclusive dates)

The exceptional reason why the absence needs to be taken in term time is:
(continue on separate sheet if necessary)

Signature: _____
(Parent/Carer)

Date: _____

N.B. Amendments to the 2006 Regulations (2013) make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Parents do not have the automatic right to withdraw students from school and, in law, have to apply for permission in advance. The school will always want to discuss this with you personally.

Please complete this form and send to the Principal. You are advised not to make any arrangements until your request has been considered by the UTC.

The UTC will not authorise the request for absence if your child's attendance is below%

Any absence which has not been agreed in advance by the Principal is marked as 'Unauthorised Absence' and may result in a Penalty Notice being issued (see attached letter).

SCHOOL USE ONLY

Specify dates unauthorised: _____

Specify dates authorised: _____

Signature of Principal: _____

A personal discussion with you is requested
Last academic year attendance
Current school attendance