

For School Use Only:

| | | | | | |
|---|-------------------------|-------------------------|-------------------------|--------------------------|--------------------------|
| Date Request Received: | | | | | |
| Attendance percentage to date: | <u>Year 7</u> | <u>Year 8</u> | <u>Year 9</u> | <u>Year 10</u> | <u>Year 11</u> |
| | | | | | |
| Previous requests: | <u>Year 7</u> YES/NO | <u>Year 8</u> YES/NO | <u>Year 9</u> YES/NO | <u>Year 10</u> YES/NO | <u>Year 11</u> YES/NO |
| Date of Meeting with Headteacher: | | | | | |
| Request Approved <input type="checkbox"/> Request Declined <input type="checkbox"/> | | | | | |
| Signed: _____ (Headteacher) | | | | | |
| Date: _____ | | | | | |
| Date letter sent to parents/carers informing of decision: | | | | | |
| Signed: _____ (Attendance & Inclusion) | | | | | |
| Date: _____ | | | | | |