



REIGATE GRAMMAR SCHOOL

Student Absence Request Form

To: The Form Tutor

Cc: The School Office absence@reigategrammar.org

Please do not request absence if there is any alternative, as missed lessons can have a disproportionate impact upon learning outcomes leading to diminished life chances later on. Some things are only taught once and some subjects rely upon sequential learning which, if disrupted, can cause long term damage to exam prospects.

Name of child:		Form:	
ROUTINE ABSENCE:			
Date for requested absence:		Time of absence:	
Reason for absence:	Additional information (please include details to explain why this could not be arranged outside school hours):		
<ul style="list-style-type: none"> • Medical • Dental • Open Day visit • Other 			
EXCEPTIONAL ABSENCE REQUEST:			
First date of absence:	Last date of absence:	Total school days absent:	
Reason for absence (please include details to explain why this could not have been arranged outside school hours):			
Please return this form via email to your child's Form Tutor and cc it to absence@reigategrammar.org or please drop it off at the Porters' Desk.			
Signed/authorised (member of staff):		Date:	

Keeping your child safe

This Form will be held in the School Office and if your child is signing out of school, for example to attend an appointment, then this form will be used as a check to ensure that we know where they are going.

Additional Notes

Routine Absence

For the sake of their child's learning, we ask parents to make every effort to arrange appointments outside the school day. If this is really not possible, please email absence requests to your child's form tutor who will usually authorise and note this absence.

Exceptional Absence

It is not normally appropriate to request absence for special social events or family holidays, especially in years where there will be a public examination. However, sometimes discretionary authorised absence will be granted, if it has not been requested previously, for an exceptional reason. This might include attendance at a funeral, wedding of an immediate family member, or exceptional pre-approved educational activity.

Absences will not usually be authorised for family holidays during term time. If there are exceptional reasons why a family holiday may overlap with term time, then please use this form to request authorisation, before arrangements have been made, from the Deputy Head explaining the reasons. Absences will also not be authorised for other activities such as driving lessons or paid work. Work experience should be arranged outside of school hours.