

Blessed George Napier Catholic School and Sixth Form

A Youth Sport Trust Lead School for Inclusion

Addison Road, Banbury

Oxfordshire

OX16 9DG

Tel: 01295 264216/Fax: 01295 277952

www.bgn.oxon.sch.uk

Compassion

Respect

Truth

Service

Forgiveness



ABSENCE REQUEST FORM

Childs Name _____ Tutor Group _____

I wish to request that my child be given permission to be absent from school on the dates as below:

First Date of Absence _____ Last Date of Absence _____

Date of Return to school _____

For the following reason:

Signed _____ (Parent/Guardian) Date _____

Please Note:

As you will be aware, schools have been informed that we can only authorise absence from school in exceptional circumstances. This is because any absence from school impacts on the progress a child makes. You will be required to attend a meeting with us if your child's attendance drops below 95%, especially when unauthorised holiday has been taken.

FOR OFFICE USE ONLY

Total number of days requested

Entered on: Spread sheet Register Letter sent catch up session arranged
Authorised Unauthorised

Principal: **Mr Fraser Long, B.Eng (Hons), MA.** headteacher@bgn.oxon.sch.uk

An academy within The Pope Francis Catholic Multi Academy Company which is a company limited by guarantee and an exempt charity registered in England and Wales with company number 9113542 and registered address Addison Road, Banbury, Oxon, OX16 9DG.

"The school's contribution to pupils' personal, spiritual, moral, social and cultural development is exemplary. Pupils go out of their way to do good things. They act as positive role models for younger children." **Ofsted, June 2017**