



## Upton Court GRAMMAR SCHOOL

### **PERMISSION TO LEAVE SCHOOL WITHOUT AN ADULT (Year 9-11)**

*(A separate application must be completed for each child)*

Child's full name		Form:	
Date of absence:		From (Time):	To (Time):
<b>I give permission for my child to travel alone to the appointment and understand that it is entirely at their own risk. They must sign out at Student Services prior to leaving school.</b> If parents/guardians/carers choose to let their child travel to/from school independently, then they should assess the risks associated with the route and their own child's confidence.			
Evidence of Appointment ( <b>applications will be rejected if not attached</b> )			
Name:		Relationship to child:	
Signed:		Date:	

Information for parents/guardians/carers:

- *This form is to be completed and returned to the Principal of Upton Court Grammar School before the period of absence.*
- *Authorisation during examination/assessment periods and in the first term of any new school placements will not be granted.*
- *Leave will not normally be granted for students whose attendance is below the minimum of 95% at the time of the requested leave.*
- ***Pupils will not be allowed to leave for an appointment on their own without written permission from their parent/guardian/carer prior to the appointment.***
- ***Pupils in Year 7 and 8 must be collected by an adult.***

**For school use:**

Date application received:	Current attendance (%)
Request for leave of absence authorised by Principal?	