

APPLICATION TO REQUEST AN ABSENCE FROM SCHOOL

If you need to request a child's absence from school, please complete this form.

It is a legal requirement that children attend school unless there is an exceptional circumstance, such as illness, a medical or exam appointment or personal situation. The Education (England) Regulations 2013 only allow the Headteacher to authorise a Leave of Absence (for any purpose) in **exceptional circumstances**.

Requests for a Leave of Absence should be made in advance and before any arrangements are confirmed or money committed.

If a Leave of Absence is granted, please contact school to discuss measures to minimise the impact of the absence on your child's academic progress.

This form **MUST** be completed by the parent(s)/carer(s) before requests will be considered.

Failure to make a request for a Leave of Absence in advance will result in the absence being recorded as **unauthorised**.

Family holidays should be booked during the school holidays. These dates are available on the website.

*Please note: **Parents/carers do not have any legal entitlement to take their child on holiday during term time.***

Student name:	Year group:
Date absence is to start:	Date absence is to end:
Number of days(hours if part of a day) of absence:	
Reason for absence:	
Signed:	
Print name:	
Date:	

Parents will be notified of their child's attendance throughout the year at Parent Consultation Evenings, the annual report, the data report, and in the half-termly attendance letters. The Local Authority visit the school on a regular basis to monitor attendance. You will be contacted if your child's attendance falls below an acceptable rate. Parents can be prosecuted for their child's low attendance at school.

OFFICE ONLY

Absence is authorised

- as the result of supporting evidence
- as the result of extenuating circumstances
- Letter sent to parent/carer

Absence is unauthorised

- as a result of insufficient evidence
- as a result of the absence due to a holiday taken in term time
- Letter sent to parent/carer

Signed:

Date: