



ABSENCE FROM SCHOOL REQUEST

Before completing a request, please give consideration to the fact that children who miss out on lessons due to poor attendance tend not to achieve as well as their peers in both primary and secondary school.

Exceptional Circumstances Request

Only exceptional circumstances warrant a leave of absence which is authorised by school. The authorisation of each request will be considered individually taking into account the individual circumstances such as:

- The nature of the event for which leave is sought.
- The frequency of the request.
- Whether the parents/carers gave advance notice.
- The pupil's attainment, attendance and ability to catch up on missed schooling.

If the absence is authorised, the code "C" will be used in registered to show an approved leave of absence.

Holiday Absence

Holiday absence **will not** be authorised. If parents/carers choose to remove their child for a holiday during term time, they must complete an ABSENCE FROM SCHOOL REQUEST in advance indicating their intentions to ensure the reason of the absence is correctly recorded.

If you feel that you still wish to make a request please complete the form below.

Name of child: _____ Class: _____

First day of absence: _____ Last Day of absence: _____

Reason:

Parent/Carer signature: _____ Date: _____

OFFICE USE ONLY:

Number of days previously authorised this academic year: _____ Last academic year: _____

Current attendance: _____% Authorised: YES/NO

Head Teacher signature: _____ Date: _____

Please think carefully before reaching your final decision