



Headteacher: Mrs C Vincett BSC (QTS) Hons NPQH

An Academy School registered in England 7974434



ABSENCE REQUEST FORM (exceptional circumstances only)

I wish to apply to have an 'avoidable' absence authorised, for:

Child(s) name(s)	Class	Child(s) name(s)	Class

Date from date to(inclusive)

Name of Parent(s)/Carer(s):

Address:

Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.

Signature of Parent(s)/Carer(s)

Office use only			<input type="checkbox"/> Absence authorised Code ____ <input type="checkbox"/> Absence unauthorised
Date form received	No of school days absence requested	% Attendance	
			Signed _____ Headteacher

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This portion to be returned to parents/carers

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Local Authority if your child's attendance drops below a level that the school deems acceptable,

Child(s) name(s)	Class	Child(s) name(s)	Class

Absence authorised fromto (Inclusive)

Absence unauthorised current attendance % as of/...../20.....

Signed(HeadTeacher)

Date.....

NOTES TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactory up to the date covered by this request.