



REQUEST FOR SCHOOL ABSENCE

“Attendance is everybody’s business”

Dear Parent/Guardian

Parents have a legal responsibility to ensure their children are in school and we consider, that every day is a valuable opportunity for learning.

All periods of absence must be documented for safeguarding purposes.

Please be aware that the Education Regulations 2013, which became law on 1 September 2013, state that Headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

Please complete the form below if your child is well, yet not attending school. You must state the reasons for your child being absent from school. **Please state clearly the exceptional circumstances you expect to be considered.** The Headteacher will consider the reasons stated for your request and your child’s records will be updated with the reasons for absence.

NAME OF CHILD:CLASS:

1st date of absence: Date of return.....

Total number of school days included in this application:

Has absence been granted already this academic year? If so, how many days?

Exceptional Circumstances (reason) for your request to take your child out of school in term time:

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Signed: Date:

For school use:

Current Attendance %:	
Total sessions pupil absent this academic year	
Total unauthorised absence this year:	
Evidence submitted:	Yes / No

Authorised: In full due to exceptional circumstances	Authorised in part: No. of days	Unauthorised
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Action to be taken:

Email family	Telephone call to family	Letter to family	Refer to Admission Service
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Headteacher’s signature: Date: