



ABSENCE REQUEST FORM

Taking your child out of school during term time may harm your child's academic progress.

Furthermore, recent guidance to schools and amendments to the 2006 Education Regulations state that parents/carers are required by law to ensure that their children attend school and that Headteachers may not grant any leave of absence. It is at the discretion of the Headteacher to authorise absence in term time only in the event of exceptional circumstances.

Please read the attached Local Authority leaflet, which explains penalty Notices issued for unauthorised absence during term time.

Name of child(ren):	
Date of birth:	
Year/tutor group:	
Date of first day of absence:	
Date of return:	
Number of days requested:	

Reason for absence to be taken during term time:

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Signed (Parent/Carer):..... Date:

Please return the completed form to: Mrs Z Pepler - Attendance Support Officer

For School Use only:

