



Achieving Excellence for Ourselves and Others



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REQUEST FOR ABSENCE

PLEASE REMEMBER "every consecutive school day matters"

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid. Please ensure that you have read the school's attendance policy.

I would like to take my son/daughterClass:..... out of school.

Dates - From.....to.....

The absence is because: _____

Signed..... (Parent/Guardian) Date of Birth.....
(To be used in the event that legal action becomes necessary)
Relationship to Child.....

This form must be completed and returned to the child's school no less than 2 weeks before the planned absence.

<input type="checkbox"/> Authorised	<input type="checkbox"/> Unauthorised
..... (Headteacher)	Date:.....

Dear Parent/Guardian,

Re:(Child's name) Class:

Further to your recent request for leave of absence.

Leave of absence is authorised between and
Please ensure that your child returns to school promptly following the planned absence, as failure to do so can ultimately result in their removal from the school roll.

Leave of absence is refused. Any absence from school betweenand will be marked as unauthorised and we may refer to the local authority to request a Penalty Notice (to each parent) of up to £120 (S.444(1) Education Act 1996).

Signed..... (Headteacher) Date:

