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| **Appendix 2****Absence Request Form****Important - Please ensure you read the information on reverse before requesting leave** |
| **Absence Information** |
| **Name of child/ren** |  | **Class:** |  |
|  |  | **Class:** |  |
|  |  | **Class:** |  |
| **Inclusive Dates of absence:**  | **From:** |  | **To:** |  |
| **Exceptional Reason for Absence:**  |
|  |
| ***(You must submit requests for planned absences at least two weeks prior to the first day of absence.)*** |
| **Signed (parent/guardian):**  |  | **Date:**  |  |
|  | When deciding whether to allow term time leave, for any reason, the school will consider:* The specific nature of the request
* The time and duration of the leave
* Your child’s record of attendance
* The learning that will be missed

**IMPORTANT INFORMATION FOR PARENTS/CARERS:*** There is no automatic right to absence for a family holiday. Authorisation of absence requests will depend on whether the application meets the LA ‘Exceptional Circumstances’ criteria.
* Authorisation during, and leading up to, examination periods (e.g. SATs) and in the first term of any new school placement (or academic year) will not be granted. Requests for extended leave will not be authorised, if a similar request was authorised (or extended leave was taken) during the previous academic year.
* Parents whose children are on a school register have a duty to ensure that their children attend regularly and if they fail to do so they may be guilty of an offence under the Education Act, 1993.
* **If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. This may result in a penalty notice being issued or legal action taken for poor attendance, as detailed on reverse.**
 |
| **For school use only** |
| **Current attendance percentage:** |  | **More than 98%** | **Excellent**  |
| **96% to 98%** | **Good**  |
| **92% to 95%** | **Below average attendance** |
| **Less than 92%** | **Unsatisfactory** |
| **Attendance history:** | **Year:** | **Year:** | **Year:** |
|  | [ ]  | **SATs year?** |  |  |
|  | [ ]  | **Holiday request?**  |  |  |
| **Decision** |
|  | [ ]  | **Authorised** |
|  | [ ]  | **Unauthorised** |
| Comments: |
|  |
| **Signed:** |  | **Date:**  |  |

