



### REQUEST FOR A CHILD TO BE ABSENT FROM SCHOOL DURING TERM TIME

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. The Department for Education has directed that absence of school children in term time may only be considered in exceptional circumstances. Such absences must be rare, significant, unavoidable and short. If an event can reasonably be scheduled outside of term time then it would not be normal to authorise absence.

I would like my son/daughter  Class

To be absent from school (Dates) From  To

This absence must be in term time because: .....  
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.....  
.....  
.....  
.....

Signed (Parent/Carer)  Date

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

Not Authorised  Authorised By (Deputy Head)  Date

✂ .....  
.....

Dear Parent/Carer,

Re:  Class  Current Attendance

Further to your recent request for leave of absence

Leave of absence authorised between From  To

*Please ensure that your child returns to school promptly following this absence as failure to do so may result in their removal from the school roll.*

Leave of absence refused between From  To

*Absence will be marked as unauthorised. We may refer to the Children Missing in Education Service who may issue a penalty notice of up to £120.00 on the schools behalf.*

Please provide further information regarding this request for leave so that we may consider this further.

Comments .....  
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Signed (Deputy Head)  Date