



# St. John's C E Primary School ABSENCE REQUEST FORM

Child's name : .....Class: .....

I am requesting that my child be absent from school

from ..... (day and date)

until ..... (day and date)

a total of ..... working school days.

Reason for absence: .....

.....

.....

**Please note that the School Attendance Regulations provide for up to ten working days holiday in any school year, in exceptional circumstances and at the discretion of the Headteacher. Additional time would normally be regarded as unauthorised. Any holiday request requires a supporting letter from an employer, indicating the reason holidays must be taken in school time. (Holiday prices are not a valid reason for authorisation.)**

**The school undertakes a full programme of tuition, including all National Curriculum requirements, on a daily basis. Please note, therefore, that it is not possible for school to provide work or activities that would substitute for time not spent in school lessons.**

**After submitting your form, you will receive a letter from school, indicating whether or not the absence will be regarded as authorised.**

Signed Parent/Guardian: ..... Date .....

**For school use only**

Days already taken: .....

Supporting letter received: .....

Headteacher: ..... Authorised/Unauthorised

Letter sent: ..... Entered in register: .....