

ABSENCE REQUEST FORM

Pupil Details

Name:

Date of Birth

Address:

Class Teacher:

Dates of requested Absence

Reason for absence

I understand that keeping my child off School for any longer than agreed or if my request is not granted, will result in the absence being recorded as Unauthorised. This may result in action being taken against me for Non School Attendance.

Parent/Carer Name: _____

Signature: _____ Date of Request: _____

The Headteacher will consider the following points before authorising leave:-

- The pupil's previous attendance history
- The age of the pupil
- The child's stage of education
- Time of Year (SATs/Exams)
- The nature/reasons for the absence

The Education (Pupil Registration) (England) Regulations 2006

Holidays taken for the following reasons will not normally be authorised:

- ◆ Availability of cheap holiday;
- ◆ Availability of desired accommodation;
- ◆ Poor weather experienced in school holiday period
- ◆ Overlap with beginning or end of term

Office use

Signed: _____

A. McGlown (Headteacher)

Date: _____