



Local Authority Guidance: "Family holidays in term time should be discouraged in that they are damaging to the students continuity of learning. Parents/carers do not have an automatic right to withdraw students from school for a holiday and, in law, have to apply for permission in advance."

ABSENCE REQUEST FORM

It is necessary for the approval of the school Governors to be obtained for a child's absence from school. The parent/carer is requested to complete this form and forward it, **two weeks** before the proposed period of absence, to the Headteacher.

I wish my child:

Class:

to be absent from school from: to:

Reason for absence:

.....
.....
.....

Signature of parent: Date:

This portion to be retained by the School



VALLEY PRIMARY SCHOOL

Name of child: Class:

Absence from school approved from: to:

Signed on behalf of the School Governors:



CARE – LEARN
AIM HIGH – BE HONEST
WORK TOGETHER – ENJOY WHAT WE DO
LOOK AFTER WHAT WE HAVE – IMPROVE ON PREVIOUS BEST

