



ABSENCE REQUEST FORM

Dear Parents and Carers

Regular and consistent attendance at school is essential. There is a clear link between attendance and achievement. Absence and lateness inevitably cause distress to the child and inconvenience to the staff.

As you will know, parents do not have the right to take their children out of school during term-time. By law you must request permission from the Headteacher for your child to miss school for any reason.

The form overleaf must be completed for any form of absence (with the exception of medical and dental appointments). This should be submitted for authorisation at least 10 days before the proposed absence.

Unauthorised Absence

Whilst we understand that there are unavoidable situations where pupils need to take time out of school, the following requests for absence will not be authorised:

- Holiday requests during term-time will **not** be authorised, unless there are exceptional circumstances;
- Absence request for a child's birthday, 'family reasons', to 'beat the rush hour', 'parents' work commitments' will **not** be authorised;
- Any absence at the start of the school term and particularly in September, where the start of the year is so formative, will **not** be authorised;
- Permission will **not** be granted for any absence during formal assessment periods or in the run up to Statutory Assessments.

The above statements are not exhaustive and it is recognised that there will be times when compelling and exceptional reasons will mean absence from school.

Schools have a duty to inform the Local Authority if any pupil has 10 days or more unauthorised absence from school. Should overall attendance drop below 90% for whatever reason this will also trigger an investigation from the Education Welfare Service. If attendance does not improve, legal proceedings may be considered by the Local Authority in accordance with Government Legislation.

Rosaleen Gowers
Headteacher

Child's Name

Year

For the period:

From (first day of absence)

To (last day of absence)

Reason for request:

If this is a holiday, why must it be taken in term time?

What will be done to catch up on missed work?

Please read the following and sign to indicate you agree:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absences during term time, and accept that this may have a detrimental impact on my child's progress. I undertake to make sure my child/ren catch up with any work that is required of them.

Parent/Carer's Signature

Date

For School use only:

Date absence form received

Pupil(s) attendance to date

Authorised

Yes / No

Ms Gowers would like to discuss this matter further, please make an appointment to see her

Headteacher's Signature

Date