



## REQUEST FOR ABSENCE TO BE AUTHORISED

### Why do you need to complete this form?

You need to complete this form because you are intending to take your child out of school during the school year. The law states that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

The Governors have discussed this matter and have determined that a family holiday would not meet the criteria of exceptional circumstances.

You need to complete this form so that we can maintain accurate records of your child's attendance.

We will not authorise any requests which come in after the absence.

### What happens if a request is not authorised?

Your child's absence will be recorded as unauthorised in the school register and on their annual report. In exceptional circumstances the Educational Welfare Officer may be informed.

Child's Name:..... Class: .....

Absence dates: From ..... to .....

Total days requested .....

Reasons for request: .....

.....

.....

Signature of Parent/Guardian: ..... Date: .....

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### REPLY SLIP TO PARENTS OF:-

Child's Name: ..... Class: .....

Thank you for returning the 'Request for Absence' form.

Your request for absence from ..... to ..... Is AUTHORISED/UNAUTHORISED

Signature of Headteacher: ..... Date: .....