

Absence request form

Regular attendance is vital for your child's education progress. The School expects all parents/carers to ensure that their children attend school whenever possible. Absences due to holidays taken during school time could hinder academic progress.

If you wish to apply for your child to be absent from school for any reason, please complete this form **and return it to school at least four weeks before the intended absence date.**

Thank you

Application for Student leave of absence from School

Full name of child(ren)

Address

Reason for application and dates

Signature of Parent(s)/Carer(s)

Date

The Headteacher will consider the following points before authorising leave:

- 1. The child's previous attendance history*
- 2. The age of the child*
- 3. The child's stage of education*
- 4. The time of year*
- 5. The circumstances of the requested absence*
- 6. Whether the parents/carers are restricted in terms of leave from their employer*

Office use only:

Seen by Headteacher/Deputy Head:

Authorised :

Not Authorised:

Date: