



ABSENCE REQUEST FORM

In order to maximise learning time and ensure children have access to all learning and social opportunities, we strongly encourage **that parents do not plan to take pupils out of school during term time unless due to exceptional circumstances**. The amended Education (Pupil Registration) (England) Regulations 2006 clearly states that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Term time absence disrupts learning and impacts on peer relationships. Although some absences are unpredictable i.e. due to illness, learning lost due to absence cannot be replaced.

Should you feel that the absence you are requesting is due to **exceptional circumstances**, please complete and return this request form to the school office following which your request will be unauthorised/authorised.

Child's name : **Class:**

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I/we are requesting that my/our child(ren) be absent from school as follows:

First day of absence

Date of return to school

Total number of school days requested

Reason for absence:
.....
.....
.....
.....
.....
.....
.....

Signed:.....**Date of request:**.....

<u>For school use only</u>	
Current attendance data:	Supporting letter received: YES/NO
As I am not aware of any exceptional circumstances, any absence during this period will be recorded as 'Unauthorised'. <input type="checkbox"/>	
This absence request has been authorised <input type="checkbox"/>	
Headteacher:	