



Absence Application Form

Name of Child:

Class:

Date of Absence From:

To:

Total number of school days:

Please note

Due to current regulations the school cannot authorise leave of absence in term-time requests, unless there are exceptional circumstances, these are to be decided at the discretion of the Headteacher. Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise two day's absence for a day exclusively set apart for religious observance.

The school will consider each application individually, considering the specific facts and circumstances and relevant background context behind the request.

Exceptional leave will not be authorised:

- during examination periods
- first 2 weeks of any term or last 2 weeks of term.
- child has poor attendance (90% or below)
- no prior consolation and agreement with the school

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Examples of what exceptional circumstances are not:

- family holidays
- reduced cost of holidays in term time
- Awkward flight times
- Parental work patterns
- Other family members booking holidays when ignorant of school term times

Please indicate the reasons why this absence could not take place in the course of the normal holiday pattern:

Signed:

Date:

(Parent)

Permission given Yes/ No

Date:

Signed:

(Head teacher)