**SCHOOL ABSENCE REQUEST FORM**

Form to be returned to the school office with a minimum two weeks notice

As a parent/carer you should fill in this form if, in the case of an emergency, you wish to take your child out of school for an extended period during term time or for an appointment.

Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name or Pupil(s): |  | | | | | | |
| Date(s) of birth: |  | | | | | | |
| Class(es) | 🞐 YR | 🞐 Y1 | 🞐 Y2 | 🞐 Y3 | 🞐 Y4 | 🞐 Y5 | 🞐 Y6 |

|  |  |  |  |
| --- | --- | --- | --- |
| 🞐 Medical | 🞐 Performance | 🞐 Educational | 🞐 Other |
| Please detail below the exceptional circumstances why you are requesting to take your child out of school. The Headteacher may want to discuss your request before any decision is made. Please attach any supporting evidence. | | | |
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| --- | --- | --- |
| Leave of absence from date: | To date: | |
| Number of school days that your child will be absent from school: | |  |
| Signature: | | |
| Name of Parent/Carer: | | |
| Date: | | |

Leave of absence which has not been agreed will be marked as unauthorised. These absences may be referred to the Educational Welfare Team for consideration, which could result in a Penalty Notice.