# **REQUEST FOR ABSENCE**

**PLEASE REMEMBER**

Absence from school can seriously disrupt your child’s continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent of underachievement, which together we must seek to avoid.

Head teachers may grant a leave of absence only in **exceptional circumstances**.

I would like to take my son/daughter (*child’s name*)....................................... out of school from.................................................. to ...................................................................... (*dates*) .

This must be in term time because........................................................................................

...............................................................................................................................................

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Signed........................................... (*Parent/Guardian*)Date of birth of parent........................

 (Parent’s date of birth to be used in the event that legal action becomes necessary)

Headteacher’s decision..............................................................................................................

Signed.............................................................. Date............................................................

**This form must be completed and returned to the child’s school**

**no less than 2 weeks before the planned absence.**

**……………………………………………………………………………………………**

CURRENT ATTENDANCE %

# Dear Parent/Guardian,

Re: …………………………………………………………................... (*Child's name*)

Further to your recent request for leave of absence.

#  **Leave of absence authorised** between ……………………and ……………………

 Please ensure that your child returns to school promptly following the planned absence.

 **Leave of absence refused**. Any absence from school between ……………… and

………………… will be marked as unauthorised and referred to the Children Missing Education Service who may issue a Penalty Notice of up to £120 (S.444(1) Education Act 1996).

Signed…………………………………………….… (Headteacher)

Date:……………………………