STANLEY PRIMARY SCHOOL

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ABSENCE REQUEST FORM

Child’s Name:        Class:

First day of absence from school       (dd/mm/yyyy)

Return to school date        (dd/mm/yyyy)

a total of        school days

Reason for absence:

**Leave of absence from school can only be awarded in exceptional circumstances and at the discretion of the Headteacher.  Family holidays in term time will not be authorised.**

**Keeping your child off school may result in the absence being recorded as unauthorised.  This could result in action being taken against you for non-school attendance and a Penalty Notice incurred. If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. Further correspondence will be forwarded to parents/carers, if applicable.**

**The school undertakes a full programme of tuition, including all National Curriculum requirements, on a daily basis.  Please note, therefore, that it is not possible for school to provide work or activities that would substitute for time not spent in school lessons.**

For further information please check our Attendance Policy on our website.

Signed Parent/Guardian:         Date:

Parent/Guardian email address

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| **SCHOOL USE ONLY**Confirmation of number of days authorised/unauthorised      AUTHORISED       UNAUTHORISED………………………………………………………………………………………………..  Headteacher/Deputy HeadteacherDate of email response sent (dd/mm/yyyy):  ……………….……………………     Code (Arbor):  …………………………Penalty Notice to be issued:       YES        NOPassed to Education Welfare:       YES        NO |