

STANLEY PRIMARY SCHOOL ABSENCE REQUEST FORM

Child's name : Class:

Dates of requested absence:

from (first day of absence from school) (day and date)

until (return to school date) (day and date)

a total of working school days.

Reason for absence:

.....

.....

From 1st September, 2013, 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.

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.

I understand that keeping my child off school may result in the absence being recorded as unauthorised. This could result in action being taken against me for non-school attendance and a penalty notice incurred.

Signed Parent/Guardian: Date

Parent/Guardian email address:

SCHOOL USE ONLY

Request for leave of absence AUTHORISED UNAUTHORISED

..... Headteacher/Deputy Headteacher

Letter sent (if app): Code (SIMS):

No sessions absent this term: Last term:

Penalty Notice to be issued: YES NO

Passed to Education Welfare: