



**ST ANDREW'S CE (VA) JUNIOR SCHOOL
MEDICAL ABSENCE FORM**

Please complete this form and return to the school office

Please read the following information before requesting leave for your child:-

Education Pupil Registration England Amendment Regulations 2013 came into force on 1st September 2013 stating that Headteachers **cannot grant leave of absence during term time unless there are exceptional circumstances.**

The 2007 Regulations state that from 1st September 2013, parents may have to pay a fine of between £60 to £120.

- Parents should avoid booking medical/dental appointments during school hours.
- Permission for absence must be requested from the Headteacher beforehand.

Taking a child out of school interrupts teaching and learning and can disrupt your child's educational progress.

Child's nameClass

Last day in schoolcollect at (time).....returning to school on.....

Type of Appointment.....Time of Appointment.....

Reason.....

Signature of Parent/Carer..... date

Authorised / Unauthorised (Copy for classteacher)
X-----

ST ANDREW'S CHURCH OF ENGLAND (VA) JUNIOR SCHOOL

To the Parent / Carer of:-

CHILD'S NAME _____ **CLASS** _____

I have received the request for your child to be absent from school for _____ days (_____ sessions)

Last day in school _____ returning on _____

- Permission is granted for your child to be absent – authorised absence
- Permission is **not** granted for your child to be absent – **unauthorised** absence

Yours sincerely

Mrs K Smith
Acting Head Teacher