



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

Please complete this form and return to the school office

Permission for absence MUST be requested from the Headteacher IN ADVANCE

Taking a child out of school interrupts teaching and learning and can disrupt your child's educational progress. The law states that you do not have the right to take your child out of school during term time.

The 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.

Child's nameClass

Last day in schooltime returning to school on

Please explain the reason for your request. What are the exceptional circumstances? *(Please give full details and provide supporting evidence. Use a separate sheet if necessary)*

Signature of Parent / Carer date

Authorised / Unauthorised

(Copy for class teacher)

✗-----

ST ANDREW'S CE (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 _____

I can confirm that:

- Permission is granted for your child to be absent – the absence will be marked as an authorised absence.
- Permission is **not** granted for your child to be absent – the absence will be marked as an unauthorised absence.

Please note that where permission is not granted for your child to be absent and you take your child out of school this will be treated as an unauthorised absence. Unauthorised absences may lead to a Penalty Notice of £80 to £160 being issued against you.

Mrs A Jocelyn
Executive Headteacher