



ABSENCE REQUEST FORM

Child's name: _____ Class: _____

Absence from: _____ to: _____ (inc).

Total number of school days requested:

Reason for absence during term time:

I understand the following:

- Year 6 children will be taking the SATs in May.
- That permission can only be granted under exceptional circumstances (as set out in the 2006 DfE Pupil Registration as amended in 2013).
- That should the absence not be authorised, the absence will be recorded as unauthorised and a penalty notice may be issued, incurring a fine (£80 to £160 per parent, per child).
- There will be a new national threshold of 10 authorised sessions for any reason (equivalent to 5 school days) within a rolling 10 school week period for when a penalty notice must be considered.

Signed: _____

Date: _____

Print name: _____

OFFICE:

Authorised / Unauthorised

X-----

ST ANDREW'S CHURCH OF ENGLAND (VA) INFANT 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)

- 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 C Palmer – Executive Headteacher