



# SIR JOHN MOORE C.E. (A) PRIMARY SCHOOL

## ABSENCE APPLICATION FORM

Name of Child(ren):..... Class  
 ..... Class .....  
 ..... Class .....

Date of Holiday

From: To: (inclusive)

Number of school days to be missed .....

Please note: Under the Amendments made to the 2006 school attendance regulations it makes clear that **Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

- Headteachers only have a discretionary power to grant leave of absence in any school year in **exceptional circumstances.**
- Absences will not be authorised in the following circumstances:

Family Holidays

No explanation is offered by the parent/carer

The explanation offered is unsatisfactory (i.e. shopping, haircuts etc)

Lateness – when the child arrives after the register has closed

‘Special Occasions’ (when the school does not agree that leave should be given)

Work associated with class lessons or any other activities will not be provided by class teachers during leave of absence.

- If you proceed to take leave of absence then this will be marked as “unauthorised absence” and recorded on your child’s school record accordingly.
- Unauthorised absences are closely monitored and further action could be taken if it’s deemed unacceptably high.

Please indicate the reasons why this leave could not take place in the course of the normal holiday pattern:

Parent/ Carer Signature:

Date:

### FOR COMPLETION BY SCHOOL

This request for holiday leave is:

Authorised/Not Authorised

Signed (Headteacher) .....

Date .....



**SIR JOHN MOORE C.E. (A) PRIMARY SCHOOL**