



# Absence Request Form

<b>Name of Child:</b>	
<b>Class Teacher:</b>	
<b>Date</b>	<b>From: To:</b>
<b>Please note:</b> Amendments to Government regulations make it clear that head teachers may NOT grant leave of absence during term time unless there are <b><u>EXCEPTIONAL CIRCUMSTANCES</u></b> .	
Please indicate the reasons why this holiday could not take place in the course of the normal holiday pattern:	
Will the child be abroad during this time? <b>Yes / No</b> (If so please ensure each party with Parental Responsibility signs this form)	
Signed: (1)	Date:
(2)	Date:
Print Name: (1)	Relationship to child: (1)
(2)	(2)

## Attendance History (for office use only)

<b>Previous Academic Year</b>	
Holiday recorded _____	Previous unauthorised absence _____
Sickness recorded _____	Attendance % _____
<b>Current Academic Year</b>	
Holiday recorded to date _____	Previous unauthorised absence _____
Sickness recorded to date _____	Attendance % to date _____
Is expected progress being made Yes / No	Free School Meals / Pupil Premium Yes / No
On SEND register Yes / No	

## Reply from Head Teacher

<b>I am able</b> to give permission for you to take your child/children out of school:	
From:	To:
<b>I am unable</b> to give permission for you to take your child/children out of school for the following reasons(s):	
Signed:	Date: