



ABSENCE REQUEST FORM

Name of Child:

Year:

Class:

Reason for Absence: Medical

Other ~ **please see box overleaf**. Authorisation cannot be considered without an explanation for absence.

Date/s of Absence: From: To:.....

Number of school days missed:

My child will return to school on:

Parents needing leave of absence for exceptional circumstances (please refer to the school website : www.packington.leics.sch.uk) should complete an Absence Request Form at least two weeks before the anticipated start date with the reason for the request given in detail. This form will be shared with the Attendance Governors before a final decision is made and a notification sent back to parents. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

It is at the Headteacher's and Attendance Governors discretion whether the request will be authorised and absence may be unauthorised in certain circumstances. Absence is unlikely to be authorised if the child's attendance is less than 95%. If the Headteacher declines to authorise an absence and an illness is reported on this occasion, this will be recorded as an unauthorised absence.

Requests for leave of absence will not be granted for:

- ❖ *Availability of cheap holidays and cheap travel arrangements*
- ❖ *Convenient travel times (proof will be required of alterations to travel times/ arrangements by carriers)*
- ❖ *Days overlapping with the beginning or end of term*
- ❖ *Full or part days around a weekend*

Signed: Parent/Guardian Date.....

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REPLY FROM HEADTEACHER:

I am able to give permission for you to take: Class:
out of school.

Date/s of Absence: From: To:.....

Number of school days missed:

I am unable to give permission for you to take your child out of school for the following reason/s:

Signed: Headteacher Date:

Details of absence - please give as much information as possible.

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