



Woodbank Primary School

Absence Request Form 2017 - 2018

Please complete and return to school **BEFORE** you take your child out of school.

I would like to request permission to take my child/children out of school during term time.

The Government states that the minimum acceptable level of school attendance for children is 95%.

New Government legislation states that Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances.

Due to this, leave of absence will **NOT BE AUTHORISED** by the Head Teacher and it **may** also referred to the School Attendance Officer which can result in a **PENALTY** and/or **PROSECUTION**.

Name of child	Class
1.	
2.	
3.	
4.	

Reason for the absence

First Day out of school _____

Returning to school on _____

Signed _____

Relationship to the pupil _____

(FOR SCHOOL USE ONLY)

Name of child	Attendance %	Please tick appropriate boxes below			Staff signature
		Authorised	Unauthorised	Penalty	
1.					
2.					
3.					
4.					