



St. Bernadette's Catholic Primary School,
 Church Lane, Shevington, WN6 8BD.
 Tel 01257 401125

EXCEPTIONAL ABSENCE REQUEST FORM

PUPIL DETAILS

Name:

Date of Birth:

Class/Teacher:

Dates of Requested Absence

Reason for absence

I understand that keeping my child off School for any longer than agreed or if my request is not granted, will result in the absence being recorded as Unauthorised. This may result in a fine and action being taken against me for Non School Attendance.

Parent/Guardian Name:

Signature:Date of Request.....

The Headteacher will consider the following points before authorising leave:-

- The pupil's previous attendance history
- The age of the pupil
- The child's stage of education
- Time of Year (SATS/Exams)
- The nature/reasons for the absence

The Education (Pupil Registration) (England) Regulations 2006

Absences taken for the following reasons will not be authorised:

- Availability of cheap holiday;
- Availability of the desired accommodation;
- Poor weather experienced in school holiday period
- Overlap with beginning or end of term

Office use

Seen by _____ Agreement _____ Date _____