



## APPLICATION FOR DAYS ABSENCE / HOLIDAY ABSENCE

### St Saviour CE Primary School

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. The Local Education Authority expects all parents/carers to ensure that their children attend school whenever possible. Absences due to holidays, taken during term-time, could hinder academic attainment.

If you wish to apply for your child to be absent from school, please complete this form and return it to school at least two weeks before the intended departure. Thank you.

#### PARENTS SECTION

|  |                      |                         |                      |
|--|----------------------|-------------------------|----------------------|
| Surname of child   | <input type="text"/> | First Name              | <input type="text"/> |
| Date of birth  | <input type="text"/> | Class                   | <input type="text"/> |
| Address  | <input type="text"/> |                         |                      |
| Telephone No:  | <input type="text"/> |                         |                      |
| Reason for absence   | <input type="text"/> |                         |                      |
| First Day of absence   | <input type="text"/> | Date due back in school | <input type="text"/> |
| Length of absence<br>(total number of missed<br>school days) | <input type="text"/> | Destination             | <input type="text"/> |
| Date of Request  | <input type="text"/> |                         |                      |
| Parent/Carer signature                                       | <input type="text"/> |                         |                      |

#### SCHOOL SECTION

|                                    |  |                                     |                                       |
|------------------------------------|--|-------------------------------------|---------------------------------------|
| Discussion taken place             | Yes <input type="checkbox"/> No <input type="checkbox"/> | Authorised <input type="checkbox"/> | Unauthorised <input type="checkbox"/> |
| Head Teacher's signature           | <input type="text"/>                                     |                                     |                                       |
|                                    | Date:-   |                                     |                                       |
| Marked Absence on SIMS             | Yes <input type="checkbox"/>                             |                                     |                                       |
| Sent Confirmation Letter to Parent | Yes <input type="checkbox"/>                             |                                     |                                       |

