

For school office use only
F1/F2 child – DOB
Percentage attendance
Any previous absences
Mark for register
Authorised / Unauthorised



REQUEST FOR ABSENCE FORM

Please complete and return to the Headteacher when requesting permission for your child to be absent from school. As of 1 September 2013, the Headteacher will not grant any leave of absence during term time unless there are **exceptional circumstances**. If the absence is taken without consultation and school authorisation, then the absence is unauthorised. This will result in referral to the Attendance and Engagement Service, which may result in the issue of a Penalty Notice Warning which could lead to a fine/prosecution under Section 444 of the Education Act. If the Headteacher gives permission for this absence it will be considered as an authorised absence.

Name of child

Class teacher's name

Period of absence: From

To

Number of days

Reason for absence

Signature of parent

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. The Local Authority expects all parents/guardians to ensure that their child attends school full-time. Absences taken during term time could hinder academic attainment.

This slip to be returned to the parents of

Dear Parents

Thank you for completing the Request for Absence form for your child/ren.

Name of class teacher

Date of Absence: From To

I give/do not give permission for your child to be absent on this occasion. The dates and information have been recorded and will be filed in your child's profile.

Signed Headteacher Date

