**ABSENCE REQUEST FORM**

The law does not grant parents an automatic right to take their child out of school during term time.

A request for absence to be authorised MUST be made in advance. Before we consider authorising any absence the following points will be considered:

* Your child’s previous attendance history
* Age of child
* Level of SEN
* Reason for absence
* No absences for year 6 pupils will be authorised prior to 13th May 2022

|  |  |
| --- | --- |
| Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Childs Name: |  | Class: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of 1st Day of Absence: |  | Date of Return to School: |  |

|  |
| --- |
| Reason for Absence: |
|  |

|  |  |
| --- | --- |
| Signed: |  |
| Name: |  |
| Relationship to Child: |  |
| Date: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OFFICE USE ONLY** | | | | | |
| **Total No of Days Requested:** |  | | | | |
| **Total No of Days Authorised:** |  | **Total No of Days Unauthorised:** | | |  |
| **Reason (if unauthorised):** |  | | | | |
| **Signed:** |  | | **Date:** |  | |