



APPLICATION FOR ABSENCE

PLEASE NOTE: WE CAN ONLY AUTHORISE ABSENCES FOR EXCEPTIONAL CIRCUMSTANCES. HOLIDAYS ARE NOT CLASSIFIED AS EXCEPTIONAL CIRCUMSTANCES.



Name(s) of child(ren):			Class(es):		
ABSENCE DETAILS					
FROM			RETURN TO SCHOOL		
Day:	Month:	Year:	Day:	Month:	Year:
Reason for absence:					
Total number of days missed:					
Name of Parent/Carer (please print):					
Current Address:			Contact Number:		
Signature (Parent/Carer):			Date:		

N.B. All children lose ground following absence from school. Children in Year 2 and Year 6 take national tests each year in May. Children in Year 1 take a Phonics Screening test in June each year.

SCHOOL USE ONLY	
Current Attendance:	
Number of unauthorised absences in last 10-week period (in sessions):	
HEADTEACHER'S DECISION:	
AUTHORISED	UNAUTHORISED
Reason for Decision:	
Signed (Headteacher):	Date:
Copied to Parents on (Date):	Register Code:
LA informed?	YES / NO

