

ABSENCE REQUEST FORM (exceptional circumstances only)

Important information for Parents/Carers

- The Education (Pupil Registration)(England)Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 no longer permit Head Teachers to authorize leave for holidays.
- Head Teaches may grant leave of absence in exceptional circumstances.
- If the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence authorized.
- Requests for leave of absence should be made before any arrangements confirmed or money committed.
- If leave of absence is granted please contact the school to discuss measures to minimize the impact of the absence on your child's academic progress.
- This form MUST be completed by the parent(s)/resident parent/carer(s) before requests will be considered.

Please note: Parents do not have any entitlement to take their child on holiday during term time.

To: *The HeadTeacher of Haslingfield Endowed Primary School*

Child's name Class/Year

Child's name Class/Year

Date from date to(inclusive)

Name of Parent(s)/Carer(s):

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Address:

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Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.

Signature of Parent(s)/Carer(s).....

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Reply Slip

Child name..... Dates requested.....

Date form received	Days absence	% Attendance	Code
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Please be aware if the absence is unauthorised this will be referred to the Education Welfare Service, and may result in a penalty fine being issued. **Authorised /Unauthorised**
SignedHeadteacher