

## Absence from School

*This form should be handed in to the main reception for the attention of attendance staff.*

**Taking your son/daughter out of school during term time may harm his/her academic progress.**

Following a change in Department for Education regulations from September 2013 schools may only authorise absence in exceptional circumstances. These include:

- **family emergency**
- **funeral of a close family member (please state relationship to you)**
- **wedding of a close family member (please state relationship to you)**

Holidays will **not** count as a reason to authorise absence in term time, with the exception of children of armed forces personnel on leave from active service (when confirmation from a commanding officer will be required).

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Please read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised holidays during term time.

**PLEASE COMPLETE ONE FORM PER STUDENT**

Date of application:					
Student's Name:		Year		Class/ Reg	
Student's School:					
Full name of Parent(s) making application in Block Capitals	Title	Forename		Surname	
Full address of applicant					
Post Code:					
Names of sibling(s) also requesting the same absence		Name of school (if not St Laurence)			
Date of first day of Absence		Date of last day of Absence			
Date of return to school		Total number of days requested			
Exceptional Circumstances (reason) for absence to be taken during term time:					
Parent/Guardian signature				Date	

For School Use			
No. sessions H code		No. sessions G code	
%age attendance to date		Total no. unauthorised absence in previous 6 months	
Total sessions pupil absence this academic year		Total unauthorised absence this year	

- We have noted the dates when your son/daughter will be absent from school. We are **able to authorise** the absence in this case.
- We are **unable to authorise** your request for student absence because it does not meet the criteria for "exceptional circumstance".

Yours sincerely

Headteacher Dated:.....

Date form returned to parent:	Noted by class teacher/tutor:
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St Laurence School



Westwood with Iford School



Winsley Primary School



Churchfields The Village School



Fitzmaurice Primary School



Christchurch CE VC Primary School