



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:
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