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| **PA** | PARENTS ADMIN |
| **1** | Student Absence Request Form |



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| Taking your child out of school in term time can be disruptive both to your child's education and to the school.The headteacher may only grant permission for your child’s leave of absence from school if:* the parent with whom the child normally lives applies to the school in advance of the absence;
* there are exceptional circumstances.

Schools must judge each request for leave of absence on a case by case basis and can take into consideration:* your child's overall attendance pattern;
* the reason why you are taking your child out of school during term time;
* the time of year for a proposed holiday;
* any holidays already taken in the school year.

Schools should not take into consideration:* availability of cheap holidays;
* availability of desired accommodation;
* poor weather experienced in school holiday periods;
* overlap with the beginning or end of term.
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Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I request permission for my child to be absent from school for the period:

First day of absence: \_\_\_ / \_\_\_ / \_\_\_ Last day of absence: \_\_\_ / \_\_\_ / \_\_\_ Number of days: \_\_\_\_\_

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| Please give a reason for your child’s absence from school during this time. |
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Name of parent/carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Head Teacher’s Comments and Authorisation |
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| Signed (Head Teacher): |  |  |  |  | Authorised |
|  |  |
| Date : |  |  |  |  | Unauthorised |
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