

Myatt Garden Primary School

ABSENCE REQUEST FORM

Notes to Parents/Carers

There are strict regulations governing absence from school during term time, including holidays and overseas trips to visit relatives. The law does not grant parents an automatic right to take their child out of school during term time.

When deciding whether to allow term time leave, for any reason, the school will consider:

- The time and duration of the leave
- Your child's record of attendance
- Learning that will be missed

Absence from school will be authorised if it is for the following reasons:

- Genuine illness
- Unavoidable medical / dental appointments (but try to make these after school if at all possible)
- Days of religious observance
- Exceptional circumstances, such as bereavement
- Seeing a parent who is on leave from the armed forces
- External examinations

WARNING: If the Headteacher refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence** and this may result in further action by the school or the education authority.

I wish to apply for
Name(s) of child[ren] _____ Class _____
_____ Class _____
_____ Class _____

to be authorised as being absent from school from: _____ to: _____
inclusive.

REASON FOR REQUEST FOR ABSENCE DURING TERM TIME:

(If holiday request, exceptional circumstances which mean that the holiday cannot be taken during a school holiday): Please provide proof to support your application.

Signature of Parent/Carer _____ Date _____

AUTHORISED the school agrees to your child being absent from school on the specified dates ___/___/___ to ___/___/___

UNAUTHORISED the school does not authorise your request for leave in term time for the following reason:

SIGNED: Head Teacher Date: