

SCHOOL ABSENCE REQUEST



Name: Year Group:.....

Reason for absence
.....
.....

Date of absence:

Signed Parent/Guardian..... Dated:

ACKNOWLEDGEMENT OF SCHOOL ABSENCE REQUEST



Regular attendance is important, not just because the law requires it, but also because it is the best way of ensuring children get the most out of school. You need to make sure that your child attends every day and is on time. If your child is absent for any reason, please contact the school to explain the absence.

Fixed penalty notices will be issued:

- Where there is a minimum of 10 unauthorised sessions (5 school days) in the current term (these do not need to be consecutive);
- Where pupils persistently arrive after the close of the registration period i.e. more than 10 sessions in the current term;
- For a period of absence from school due to a holiday that was not authorised by school;
- Where a pupil has regularly come to the attention of the police during school hours and is absent from school without an acceptable reason.

The law no longer allows parents/guardians to take their children on a family holiday during term time.

Name: Year Group:.....

Date of Absence Number of days requested:

Authorised: Yes / No

Signed: Headteacher / Pennaeth

Signed: On behalf of the Governing Body