



***'Be the best you can be'***

**REQUEST FOR PLANNED ABSENCE BY PUPILS DURING TERM TIME**

Name of child: \_\_\_\_\_

Class: \_\_\_\_\_

Proposed dates of absence From: \_\_\_\_\_ To: \_\_\_\_\_

Number of total day's absence: \_\_\_\_\_

Signature of Parent or Carer: \_\_\_\_\_

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

- This form should be completed by the parent or carer and forwarded to the Headteacher not less than six weeks before the planned absence.
- Parents or carers have no automatic right for their children to be absent from school.
- Pupils are not normally granted more than two weeks (10 school days) leave of absence in any school year.
- Parents or carers contemplating holidays or other absences during school time should first discuss the implications with the Headteacher before making any commitments, especially if the absence is likely to coincide with KS2 SATS.



Care

Trust

Responsibility

Mutual Respect

Co-operation

## **REQUEST FOR PLANNED ABSENCE BY PUPILS DURING TERM TIME**

When applying for leave of absence from school, you should complete all parts of this form, including a full explanation (on the opposite side of this page) of:

- The nature and purpose of the absence.
- The duration of the absence and its impact on your children's education, particularly in terms of continuity of learning.
- Family circumstances and the wishes of parents and carers.
- The place or other country being visited and whether the absence is seen as a rare event in your child's or children's school career.

## **REQUEST FOR EXTENDED PLANNED ABSENCE OF SCHOOL CHILDREN FOR A PERIOD LONGER THAN TWO WEEKS DURING TERM TIME**

If you are applying for extended planned absence, please complete the instruction above and explain why you think it necessary for your child to be away for a period of more than 2 weeks (10 school days).

**N.B.** Absences of more than two weeks must be seen as **EXCEPTIONAL** and schools should explore with parents and carers why the extended absence is necessary and discuss the most appropriate time of year and point in the pupil's career for the visit.

**Note: If extended absence has been approved you must notify the school immediately if for any reason your child is not able to return to school by the agreed date.**

Where a parent or carer has failed to keep the school informed, or where the date of return is repeatedly revised, and the pupil does not attend school for a further period of ten days regulation 9 (1) (e) of the Education (Pupil Registration) Regulations 1995 permits the pupil's name to be removed from the register.

If there is a dispute about this request the matter may be referred to the Education Welfare Service (Telephone 01432 261909)

**PARENTS AND CARERS – PLEASE USE THIS AREA TO GIVE FULL  
DETAILS OF THE PROPOSED ABSENCE**



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**FOR OFFICE USE ONLY**

Total number of authorised absence days  
already taken this school year:

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**Approved by Headteacher**

Yes

No

**Headteacher's Signature**

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Number of authorised absence days  
taken including this (if approved):

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Date:

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