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ABSENCE REQUEST FORM

It is a legal requirement for parents/carers to obtain the permission of the headteacher before removing their child from school in order to take any leave in term time.

Parents do not have an automatic right to take their children out of school for leave during term time and may be issued with a Penalty Notice if they do so without prior arrangement with the headteacher.

Legislation and the school attendance policy only allows the headteacher and governing board to authorise such leave in exceptional circumstances.

To apply for a child to be granted leave from school parents should complete this form and return it to school for consideration in advance of the proposed leave and before committing to any expense.

Upon receipt of a request the headteacher and governing board will make a decision as to whether to authorise the absence, being mindful of government regulations and Local Authority guidance. By definition, exceptional absence should not occur regularly.

PARENTS' SECTION

Child

Surname of child: _____

First Name of child: _____

Date of Birth: _____

Year Group: _____

Parents

Surname of parent/carer 1: _____

First name: _____

Relationship to child: _____

Surname of parent/carer 2: _____

First name: _____

Relationship to child: _____

Are there any siblings applying for leave? _____

Home address: _____

Postcode: _____

Telephone number: _____

Please provide information regarding the exceptional circumstances supporting this application for leave:

Length of absence : (number of school days) _____

Destination (if applicable): _____

First date of absence: _____

Date due back in school: _____

Employer Details if you are stating work commitments as an exceptional reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays.

Name: _____

Address: _____

Telephone: _____

Details: _____

Parent/carer of signature: _____

Date of Application: _____

ADDITIONAL FACTORS FOR CONSIDERATION

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time is largely prohibited by regulations and hinders academic progress. Even in exceptional circumstances, the following factors may be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance a cause for concern?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year(s)?
- Does he/she have any absences which have been recorded as unauthorised this year?

SCHOOL SECTION

Date application received: _____

Pupil's current attendance % : _____

Date of meeting with parent(s): (if applicable) _____

Leave request approved? Yes / No

Parent(s) informed of potential consequences of taking unauthorised leave Yes / No

Is leave in excess of 6 days? Yes / No

Parent(s) informed of potential consequences of failure to return on due date? Yes / No

Reason(s) for decision:

Number of previous applications granted: _____

Headteacher's signature: _____

Chair of Governors signature: _____

Date: _____