

West Sussex Children and Young People's Services

Absence Request Form

To: The Headteacher, Trafalgar Community Infant School



An authorised absence is requested for:-

Name of Child: **Class:**

Dates: From to (inclusive dates)

Total number of school days: **Date of return to school:**

Reasons for seeking absence during school time:-

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Theatre trips, parties, days out are **not appropriate reasons** for authorised absence.

- N.B.**
- Absence from school for an annual family holiday or an extended trip abroad can be authorised **only** by the school.
 - Absence for a holiday of more than two weeks will not be granted, unless there are **exceptional** circumstances acceptable to the school.
 - Absence not approved by the school in writing and in advance will be recorded as **'unauthorised'**.
 - Please see the **notes overleaf**.

I understand that if my child fails to return to school within 10 days of the expected return date, the school has the right to remove him/her from the school roll, which may result in them losing their school place.

I have read and understand these terms and conditions and the notes overleaf.

Signed (Parent/Guardian): Date:

To: (Parent/Guardian)

- Your request is approved and the absence as set out above is duly **authorised**.
- Your request is not approved; therefore, if the pupil is absent as proposed above, it will be recorded as **unauthorised** for the following reasons:-

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Signed: Headteacher Date:

No. of absences to date, including sickness

Additional Notes

1. Parents do not have an automatic right to take a child from school for holiday purposes. Permission must be obtained in advance.
2. Holidays should be planned to avoid or at least minimise disruption of your child's education.
3. If authorised absence of more than two weeks is requested, **full details** of the holiday/trip and the family's circumstances must be submitted in writing in advance. The absence must be for a genuine holiday; a trip to work in a family business is not permissible. Parents must also state why they consider it essential for the child to take such time off school.
4. If a child is kept away for longer than the period agreed, the additional time will normally be treated as unauthorised. Similarly, if a child is taken away without prior written permission, this will be recorded as unauthorised absence.
5. If a holiday of more than two weeks during term time is being planned, please contact the school to discuss the most appropriate time of the year with regard to the child's continuity of education. This is particularly important for a child in Year 2.
6. If absence for more than two weeks is authorised, the school reserves the right to require a set level of study during the holiday and/or the completion of assignments.

This legal situation is defined under 'The Education (Pupil Registration) (England) Regulations 2006' – copy available from the School Office.