

Absence from School for Exceptional Circumstances Request Form

Woodford Church of England Primary School

Pupil/s Details: DOB: Year Group:					
I request permission for my child to be absent from school between: -					
Date of First Day School Absence:		Date of Return to School:		Total of Absent School Days:	
<p>You are required under the Education Act (1996) to ensure your child attends school regularly. There is, however, a discretionary power held by Headteachers to authorise absence in exceptional circumstances. Please note that supporting documents to aid decision making must be submitted at the time of your request for absence.</p> <p>There is no longer a provision in law for Headteachers to authorise an absence for the purpose of a term time holiday.</p> <p>Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, please contact your child's school to discuss this.</p> <p>Where there are two parents with parental responsibility, both parents must agree to the request.</p> <p>Please detail below the reason for your request for absence from school in term time and include any supporting information. The Headteacher will not be able to consider your request without your supporting documents.</p>					
Signed: (Parent/Carer) Date: Full Name:					
The school has considered your request for leave of absence and your child's absences will be recorded as follows: -					
Number of Authorised Sessions:		Number of Unauthorised Sessions:		Number of Unauthorised sessions to date:	

Signed: Position: <i>Original signed and completed forms to be retained with pupil's records.</i> <i>Copy should be returned to the parent/carer of the pupil to confirm authorised or unauthorised absence prior to the intended absence period.</i>	Date:
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