

SHELF JUNIOR AND INFANTS SCHOOL

ABSENCE REQUEST FORM

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE SCHOOL OFFICE AT LEAST 6 WEEKS PRIOR TO DATE OF FIRST DAY OF ABSENCE.

Please note:

- All children must attend school – it is a legal requirement.
- Leave is only acceptable in exceptional circumstances and will not be granted only on the basis of attendance record, academic performance or the 'experience' offered by being out of school.
- No parent/carer can demand Leave of Absence as a right.
- The ability to access a reduced cost of a holiday does not constitute an exceptional circumstance.
- From September 2014, the wedding of a person who is not a member of the immediate family *ie parent or sibling* is not considered to be sufficient reason to be absent from school.
- Any intimidation or aggression towards a member of staff regarding a leave of absence request will be reported to the Local Authority and further action may be taken.

Name of Child Class.....

Name of Child Class.....

Name of Child Class.....

Reason for request for absence from school during term-time:

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.....(Please attach any accompanying supporting documents)

Dates of absence request (from...to...)

Parent's/Carer's signature Date.....

ABSENCE REQUEST FORM

FOR OFFICE USE ONLY

Authorised ☐ Unauthorised ☐ Headteacher's signature

Date added to SIMS:

Admin signature

Date letter sent to parent/carer Admin signature
