



ANDOVERSFORD PRIMARY SCHOOL

Request for Planned Absence

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

To inform the school of any planned absence, please complete this form and return to the school in advance.

Full name of child(ren):		
Class:		
Date(s)		
Time Collected/ Returned to school		
Reason for application:		
Signed:	Print name:	Date:

Along with all schools within the local cluster, Andoversford Primary School follows the Government guidelines for school attendance. All decisions made about school attendance follow these guidelines and permission for leave of absence is only granted in exceptional circumstances. The Head Teachers in all cluster schools work closely together to ensure that the guidelines are consistently applied. We understand that there are some occasions when a parent may decide to continue with a planned absence even when it cannot be authorised by the school.

The school will complete the follow sections, after reviewing the request.

Leave of absence authorised

Please ensure that your child returns to school promptly following the planned absence.

Leave of absence refused

Any absence from school between the dates above will be marked as unauthorised and may be referred to the Education Welfare Service, who may decide to issue a Penalty Notice of up to £100 (Section 444(A) of the Education Act 1996).

Signed: _____ (Head Teacher)

Date: _____

Attendance Codes	
/	Present (am)
\	Present (pm)
B	Educated off site
C	Other authorised circumstances
D	Dual registration
E	Excluded
G	Family Holiday (not agreed)
H	Family Holiday (agreed)
I	Illness
J	Interview
L	Late (before registers close)
M	Medical/Dental Appointment
O	Unauthorised Absence
P	Approved Sporting Activity
R	Religious Observance
S	Study Leave
T	Traveller Absence
U	Late (after registers close)
V	Educational Trip or Visit
W	Work Experience
X	Non-Compulsory school-age absence
-	All should attend / No mark recorded