

## Request for Authorised Absence



Under recent legislation headteachers can only authorise absence in exceptional circumstances. Our school policy defines 'exceptional circumstances' as being of unique and significant emotional, medical or educational value to the child.

Family holidays may fall into this category if the holiday cannot be taken during school holiday time due to work commitments.

All absence from school should be kept to an absolute minimum and parents' co-operation with this is greatly appreciated.

*Please complete the top section of this form and return it to school.*

Child's name:

Class:

First day of absence from school:

Last day of absence from school:

Total number of days absent:

Why does this absence need to be taken during term time?

---

### FOR SCHOOL USE ONLY

Date request received:

Current attendance rate:

Amount of holiday already taken during the school year:

---

### FOR SCHOOL USE ONLY

Thank you for completing the request form.

Your request has been approved and the absence will be recorded as authorised.

Your request has not been approved and any absence will be recorded as an unauthorised absence.

Signed.....Headteacher