Smallwood Primary School and Language Unit

Absence Request Form	
I understand that any absence (other than an emergency) may be unauthorised and at least two weeks' notice should be given.	
Name of child/children	Class
Request for the above to be absent from school from _____ to _____ No. of school days _____	
Current attendance _____% Previous attendance _____%	
Signature of parent/carer _____	

The school will consider authorising absence for the following reasons (please tick appropriate box)	
☐	To provide family support before or after a crisis e.g. bereavement or significant illness
☐	For Service personnel prevented from taking holidays outside term time
☐	For medical appointments supported by an appointment card or written confirmation of the date and time of appointment that cannot be made out of school hours
☐	Educational visit (to visit a new school or sit a test/exam)

Please outline your request in the box below and attach relevant supporting evidence if necessary. Please note that if the request does not meet the criteria above then any subsequent absence may result in an unauthorised absence or fixed penalty fine. Limited consideration will be paid to requests where a child's attendance level was below 94% for the previous academic year.

We have considered your request for the above absence.	
	On this occasion, we have carefully considered your application and have agreed to authorise the absence. It is important that your child returns to school on the agreed date.
	The school has considered your application carefully but are unable to agree your chil/ren's absence for the following reason:

If you are unhappy with this decision you may wish to contact the Educational Welfare Officer via the school office.

Signature of Headateacher _____ Date _____