**PUPIL ABSENCE REQUEST FORM**

Pupil’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am requesting leave of absence from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 201\_\_\_

Total number of school days to be missed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for absence:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| RESPONSE (School Use Only)I acknowledge receipt of your written request to take \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ out of school during term time as above. Your child / children’s attendance record for the current school year has been taken into account together with the circumstances of the request and:* I can confirm that the request has been authorised, and will be recorded as such in the register, on the understanding that you contact the relevant class teacher(s) to find out if catch-up work needs to be provided.
* I am unable to authorise the absence as the total number of days absence during the year would exceed the maximum permissible 10 days if permission were granted. If you decide to proceed with your arrangements, we will have to record the absence as unauthorised in the register.
* Under Government legislation a Head teacher is only able to authorise ten days exceptional absence in any academic year. I am therefore only authorising the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as your child has already had some exceptional absence this year. If you decide to proceed with your arrangements beyond that authorised, we will have to record the absence as unauthorised in the register.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is currently below statutory school leaving age and therefore authorisation is not required. Thank you for letting us know of their intended absence.

Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Ysgol Cradoc** **Cradoc School****“Providing roots to grow and wings to fly”** |  | Headteacher: Mrs Judith MorrisCradoc C P SchoolCradocBreconPowysLD3 9LRTel: (01874) 622555Email: office@cradoc.powys.sch.ukwww.cradoc.powys.sch.uk |

January 2017

Dear Parents/Carers

**PUPIL ABSENCE REQUEST FORM**

We wish to work with all parents to ensure that every child is successful through continuity of learning and consequently able to achieve their full potential at school. The government considers attendance unacceptable below 95%. A week’s absence for holiday and a week’s absence for illness would give an attendance figure below 95%. By taking two weeks’ holiday in term time, your child will automatically fall below 95% and he/she will miss at least 40 lessons.

The rewards for good attendance are clear. Pupils are more likely to enjoy school, achieve better results and increase their chances in life. We encourage parents to book family holidays and medical appointments in school holidays as far as possible.

We are mindful however of recent court cases, ministerial and consortia statements and we are awaiting formal guidance. Until the matter is officially resolved, the Governors have taken the decision that in “exceptional circumstances”, I am permitted to authorise up to 10 days holiday per academic year per child. When considering what is exceptional, I need to take into account:

* the child’s previous record or attendance and punctuality,
* bereavement, trauma or crisis;
* religious observance;
* special educational needs;
* service personnel operational tours;
* that children are required to be in school every day and full attendance at school is a legal requirement.

If you consider that your child’s absence will fall into the above category, please complete the form overleaf and return to school at least a week before the event, unless in the case of emergency when it must be submitted at the earliest opportunity.

Regards

Judith Morris

Headteacher