

**PLANNED PUPIL ABSENCE DURING TERM TIME**

ABSENCE DURING TERM TIME IS ONLY POSSIBLE IF THERE ARE

EXCEPTIONAL CIRCUMSTANCES.

NAME OF CHILD / CHILDREN Click or tap here to enter text.

PROPOSED DATE(S) OF ABSENCE:

FIRST DAY OF ABSENCE Click or tap to enter a date.

DATE RETURNING TO SCHOOL Click or tap to enter a date.

PLEASE OUTLINE THE REASON FOR ABSENCE AND INCLUDE THE EXCEPTIONAL CIRCUMSTANCES:

Click or tap here to enter text.

Parent / Carer Name Click or tap here to enter text.

This form should be completed by the parent or carer and forwarded to Mr E. Francis, headteacher, as early as possible before the planned absence is due to begin.

**Please turn over if your holiday is 10 days or more.**

**For office use only**

Current attendance …………………………………%

Total of missed days………………………..

Authorised/Unauthorised…………………………………………..



**PLANNED ABSENCE FOR 10 DAYS OR MORE**

When applying for extended leave of absence from school, you must explain why you think it necessary for your child/children to be away for a period of more than two weeks (10 days).

You will need to let the Headteacher have the following information:

1. The nature and purpose of the absence
2. The duration of the absence
3. The place or other country being visited and whether the absence is seen as a rare event in your child/children’s school career
4. Agree to keep in contact with the school via video calls (if applicable)

You should also consider whether the timing of the proposed visit is at the most appropriate time of the year and at the least disruptive

point in your child’s school career.

NOTE: If for any reason your child/children is (are) not able to return to the school by the agreed date, you should inform the school as soon as possible. In such cases, you should explain the circumstances and indicate the revised date for your return. **Failure to keep the school fully informed can result in your child/children being classed as Missing in Education.**