REQUEST BY PARENT / CARER FOR A PLANNED PUPIL ABSENCE

Date of request: ________________

Child’s name: ______________________________________________________ Year group:_________

First date of absence: ________________  Last date of absence: ________________

Total school days planned to be absent: ___________

The Department of Education states:

‘Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.’

Holiday requests that cite parental work patterns as the reason for ‘exceptional circumstances’ relate to instances when employee holidays are issued and dictated by the employer. These circumstances most usually relate to members of the emergency services and armed forces.

Further details: Please give further details of your request for absence - failure to do so will compromise your request.

Attendance figures form part of the target setting procedures in all schools and it is our objective to keep these figures as high as possible to ensure the education of all children remains unbroken. Both Salford Local Authority and the Department for Education monitor your child’s attendance in relation to these targets.

Signed: ______________________________________________________ Parent / Guardian

Head teacher: ______________________ Date: ________________

For Office Use Only:
Current Attendance _____________ %
Absence authorised / unauthorised Code given: _______