

MANOR FIELDS PRIMARY SCHOOL

ABSENCE REQUEST FORM (exceptional circumstances only)

I wish to apply to have an '**exceptional**' absence authorised, for:

Child's name Class/Year

Child's name Class/Year

Date from date to(inclusive)

Name of Parent(s)/Carer(s):

Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue overleaf if needed.

After completing this form please return it to the school office **no less than 3 weeks before** the date of absence. Signature of Parent(s)/Carer(s).....

Office use only			<input type="checkbox"/> Abs authorised <input type="checkbox"/> Abs unauthorised Signed _____ Headteacher
Date form received	No of school days absence requested	% Attendance	

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Dear.....

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Local Authority if your child's attendance drops below 95%.

Pupil(s) name(s)..... Class.....

- Absence authorised fromto (Inclusive)
- Absence unauthorised

Signed(HeadTeacher) Date.....

NOTES TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility. Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) having satisfactory attendance up to the date covered by this request.

Warning: If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months.