

ST JOHN'S CEVAP SCHOOL



REQUEST FOR EXCEPTIONAL ABSENCE FROM SCHOOL.

School Attendance Regulation allows Headteachers, alongside their Governor attendance committees, to grant up to ten days for a term time holiday, for example where a Parent has inflexible leave patterns in their career that do not coincide with school holidays. Such permission can only be granted if permission for absence has been requested **4 weeks in advance**, and is subject to the Headteacher taking into account such factors as the child's attainment, attendance and ability to catch up. A note to the regulations reinforces the point that these absences are **exceptional**, are granted at the Headteacher's/Attendance Committee's discretion and that it is not every Parent's automatic right to expect 10 days special absence every year.

Date

Name of child(ren)

Year Group.....

I/We apply for the above child(ren) to be absent from School for the following reason(s):

.....

First day of absence Returning to School on

Total number of school days absence requested

Signed Contact Telephone Number

School to complete:					
	Sessions absent this year	Authorised		Unauthorised	
	Sessions absent this year	Authorised		Unauthorised	
	Sessions absent this year	Authorised		Unauthorised	

Office Use

Authorised - YES / NO

Reason.....

✂.....Headteacher to complete and return this portion of the form✂

St Johns CEVAP School

Absence Permission Form

Permission is/is not granted for.....

to be absent from School starting onand ending on

Permission is NOT granted for the following dates..... due to

 they will therefore, if taken, be unauthorised.

Signed

Date