

**Absence Request Form - Appointments**

**Please read the following information before requesting leave for your child:-**

Education Pupil Registration England Amendment Regulations 2013 came into force on 1<sup>st</sup> September 2013 stating that Headteachers **cannot grant leave of absence during term time unless there are exceptional circumstances.**

The 2007 Regulations state that from 1<sup>st</sup> September 2013, parents may have to pay a fine of between £60 to £120, (we are currently awaiting further guidance on this matter).

- Parents should avoid booking medical/dental appointments during school hours.
- Permission for absence must be requested from the Headteacher beforehand.
- **Year 2** children will be taking SATs in May.
- **Year 1** children will be taking the Government Phonics Screening in June.

**Taking a child out of school interrupts teaching and learning and can disrupt your child's educational progress.**

Child's name .....Class .....

Last day in school .....collect at (time).....returning to school on.....

Type of Appointment.....Time of Appointment.....

Reason.....

Signature of Parent/Carer..... date .....

Authorised / Unauthorised (Copy for classteacher)

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**ST ANDREW'S CHURCH OF ENGLAND (VA) INFANT SCHOOL**

**To the Parent / Carer of:-**

CHILD'S NAME \_\_\_\_\_ CLASS \_\_\_\_\_

I have received the request for your child to be absent from school for \_\_\_\_ days (\_\_\_\_sessions)

Last day in school \_\_\_\_\_ returning on \_\_\_\_\_

- Permission is granted for your child to be absent – authorised absence
- Permission is **not** granted for your child to be absent – **unauthorised** absence

Yours sincerely

Mrs J Swallow – Head of School