

Absence Request Form

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

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

- **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 nameClass

Last day in schooltime.....returning to school on.....

Exceptional Circumstances for request – (please give full details and provide supporting evidence)

Signature of Parent/Carer..... date

Authorised / Unauthorised (Copy for classteacher)

X-----

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