



EASTINGTON PRIMARY SCHOOL REQUEST FOR ABSENCE FORM

Please complete this form and return to school

NAME OF CHILD _____

CLASS _____

DATES OF ABSENCE: FROM _____ **TO** _____

I request that my child be given leave of absence during the period shown for the purpose of:

.....

Signed _____ **Parent/Guardian**

SCHOOL ATTENDANCE :

- The school has an agreed policy to support attendance and a copy is available on request from the School Office. This is also on display in the front entrance.
- Parents should only request a leave of absence in exceptional circumstances and do so in advance. Permission for leave of absence during term time will only be granted for exceptional circumstances (e.g. bereavement). The LA may issue penalty notices to both parents for any child who has 10 sessions (5 days) of unauthorised absence/holiday within a 10 week period.
- Parents are expected to ensure their child attends school every day the school is open except when a statutory reason applies. Parents should book dental/medical appointments around the school day where ever possible. Parents are expected to notify the school as soon as possible when their child has to be unexpectedly absent e.g. sickness.
- A summary of authorised and unauthorised absence is published annually and is available on the Gov.uk website: <https://www.compare-school-performance.service.gov.uk/> .
- Individual attendance is recorded on your child’s report at the end of the academic year.
- The Governors set an agreed target for attendance and request that all parents support this in view of the statutory educational provision for their child(ren).
Thank you.

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FOR SCHOOL USE ONLY.....

Permission for leave of absence as detailed above is / is not granted.

Signed _____ **Headteacher**

Date _____