

PLANNED ABSENCE
PLEASE READ CAREFULLY

Regular attendance at school is the key to every child achieving his or her maximum potential.

Term time holidays/planned absence mean:

Missing parts of the National Curriculum which are not going to be repeated in your child's career.

It is not a right, although many parents believe it to be, to take children out of school in term time. Parents have to make an application in writing and school will consider circumstances of each request individually. The form must be completed at least **TWO** weeks before the planned absence.

Please note that school will not provide work for children to complete, save in exceptional circumstances.

Absences in excess of 10 school days that are deemed unauthorised. may in some cases lead to a Penalty Notice and/or prosecution.

PLANNED ABSENCE APPLICATION

Child's First Name..... Child's Surname Class.....

**I have read and understand the School Attendance Policy.
I would like to request permission for my child's planned absence**

From Date/ Time..... To Date/Time.....

Total number of school days missed..... No of days missed within 10weeks.....

Please provide detailed information why this absence is unavoidable (appointment cards/dates/time)

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Signed.....Print Relationship to child.....

Office Use only – Attendance percentage.....

To be completed by School

Request: Agreed/Denied CODE..... Confirmation sent to
carer/parents

Further information

Headteacher..... Date.....