



Students should be in school during term time.

As a result of the change to the law the Governors’ policy is not to authorise any absence for holidays. This form may be used to request absence but it must only be for **exceptional circumstances**.

Name of Student		Form	
First Day of Absence		Returning to School	
Total Number of <u>school days</u> requested for absence			
Reason for absence. Please give as much information as possible explaining why the request is an exceptional one and provide documentary evidence ie: invitations/flight tickets, etc			

I understand that absence affects academic progress, which may prevent achievement of expected standards and targets.

I understand that, according to Education Law, schools can only authorise absence for exceptional circumstances. Any absence longer than that agreed will be classed by the school as unauthorised for Local Authority and individual records. These may be consulted when references are written on my son or daughter.

I realise that if the absence is longer than 10 sessions/5 days, the student will be removed from the school roll. This means that on their return they will have to re-apply for a place, which may no longer be available if the admissions team have filled it from the waiting list.

Signed parent/carer Date

Print name

Please return the completed form to Mrs J McGeoghegan or Mrs T Flannery

For Office Use			
Students Attendance at present		Total number of lates this academic year	
Date of meeting to discuss the absence:			
Headteacher decision:	Authorised <input type="checkbox"/> Not Authorised <input type="checkbox"/>		
Headteacher signature		Date of Signature	