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Carleton Park Junior & Infant School
 Moxon Close
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 WF8 3PT
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ABSENCE REQUEST FORM

PUPIL DETAILS

Pupil Name	
Date of Birth	
Class	

ABSENCE REQUEST DETAILS

Start date of the requested absence?			
End date of the requested absence?			
Return to school date?			
Number of school days child would be absent?			
Reason for absence? <i>(Please see notes overleaf)</i>			
Name of Parent making request?			If separated, has other parent with Parental responsibility been informed?
Address of Parent making request?			Yes
	Telephone		No
Details of separated parent <i>(They maybe contacted to confirm).</i>	Address	Telephone	
Signature:			
Date:			

Parents and carers should note that requests for holidays and/or day trips in term time will NOT be granted as authorised. The Headteacher will only consider requests in exceptional circumstances upon completion of this form. A meeting with the head teacher upon completion of the form may also be a necessary part of the process. Carleton Park Junior and Infant School will consider every request for absence on an individual basis.

PLEASE NOTE:

Schools may not grant any leave of absence from school during term-time unless there are exceptional circumstances. Applications for leave of absence for the purpose of a holiday in term-time will be refused unless parents can demonstrate and prove there are exceptional circumstances relating to the holiday request.

If you take your child out of school without permission this will be recorded as unauthorised absence (truancy) and noted on the child's Record of Achievement and may result in each parent being issued with a penalty fine for each child taken out of school. The minimum fine is £60.00.

When deciding whether to allow term-time leave, the following will be taken into consideration:

- The child's age
- The time and duration of the leave
- The child's record of attendance
- Previous term-time absences
- Whether there are exceptional circumstances relating to the request

Please take this guidance into account when you complete the form overleaf, by giving clear reasons for your request. Thank you.

FOR SCHOOL USE		
Percentage attendance in current academic year		
Previous leave this academic year		
Does the request time coincide with SATS		
Mitigating circumstances		
Has other parent been contacted? <i>If not why?</i>		
Is the holiday approved?	YES	NO
Signature of Head Teacher		
Date		
Register Code		
Date Received		
Date Returned		

