The school is required to record the dates and reasons for all pupil absence, and we have a statutory obligation to report on pupil attendance records. The Local Authority and DCSF (Department for Children, Schools and families) monitor pupil attendance.

If an absence is unplanned (e.g. illness), you should contact the school office by 9.30am to notify us of the reason for the absence. You may phone or e-mail the school. If you fail to notify the school, the absence will be unauthorised.

Please note: If your child has had sickness or diarrhoea, they should not return to school for 48 hours after the last occurrence.

Child’s Name ___________________________ Class ________________

Please complete and sign the form and return to the school office for the Head Teacher’s authorisation.

Planned Absence

My child will be absent from school on the following dates: __________________________

The reason for the absence is: (tick reason that applies)

☐ Medical/ Dental / Therapy Appointment
☐ Educated offsite (e.g. music/ dance exam)
☐ Visit new school
☐ Approved sporting activity
☐ Other – Please state why below:

You may use this space to give further info

Holidays During Term Time

Amendments to the 2006 Government regulations are coming into force as of September 2013. The amendments make it clear that: “head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.”

There are 38 designated school weeks a year. Pupils are expected to attend school during each of these weeks. Taking unauthorised holidays during term time can lead to penalty warnings/ fines being issued by the Local Authority.

Parent/Guardian: ____________________________
Signed: ____________________________ Date: ______________________

Head Teacher Approval

☐ Authorised
Signed ____________________________ Miss Lisa Austin (Executive Head Teacher) ☐ Unauthorised