



Clifton Green Primary School – Absence Request Form

Child's Name: **Class:**

Parents and carers have a responsibility to ensure that, with the exception of illness, all children are in school every day. Children should aim to have attendance of at least 96% - this is the equivalent of around 2 weeks absence over the school year.

The Department of Education guidelines state that Headteachers cannot grant holidays in term time unless there are exception circumstances. Family holidays must be booked out of term time, and while we acknowledge that flight prices are cheaper during term time these holidays will not be authorised. Additionally, medical appointments should be arranged after school and not in the school day wherever possible. When in the school day, your child should be in school before and after their appointment where possible.

Any absence which is not considered to be for exceptional reasons will be marked as unauthorised. Please can we remind you that if your child's attendance drops below 90% they are considered a persistent absentee and you will be contacted by the Headteacher.

Date of First Day of Absence	Date of Last Day of Absence	Total Number of days Absent
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Please provide a reason for your absence request:

Name of Parent/Carer : Signed:

Relationship to Child: Date:

School Response

Current Year's Attendance: Previous Year's Attendance:

Holiday taken in previous year/s (a) Authorised (b) Refused

Signed: Headteacher Date: