**Pupil Absence Request Form (Exceptional circumstances only)**

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| **Important information for Parents/Carers**   * The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 no longer permit Headteachers to authorise leave for holidays. * Headteachers may grant leave of absence in exceptional circumstances. * If the exceptional circumstances are agreed, the Headteacher will determine the length of the absence authorised. * Requests for leave of absence should be made before any arrangements are confirmed or money committed. * If leave of absence if granted, please contact the school to discuss measures to minimise the impact of the absence on your child’s academic progress. * This form MUST be completed by the parent(s)/resident parent/carer(s) before requests will be considered.   **Please note: Parents do not have any entitlement to take their child on holiday during term time. The school will aim to respond within two weeks of receipt of this request.** |

**To The Headteacher of Haslingfield Endowed Primary School**

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| --- | --- | --- | --- |
| Childs Name |  | Class |  |
| Childs Name |  | Class |  |
| Childs Name |  | Class |  |
| Dates of Absence  (inclusive) | From | To | |
| Parent(s)/Carer(s) Names |  | | |
| Parent(s)/Carer(s) Address |  | | |

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| **Please fully explain the exceptional circumstances that you would like the school to consider. This section of the form must be completed. Please continue on a separate sheet if needed.** |

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| Parent(s)/Carer(s) Signature |  |

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| **For Office Use Only** | | | |
| Date Form Received | Received by (initials) | % Attendance | Code agreed |
| Please speak to Head on day of receipt for a decision: | | | |
| **Authorised** |  | **Unauthorised** |  |
| Headteachers  Signature |  | | |
| Date |  | | |
| **Office Team** | **Initials and Date** | | |
| **Respond** to parents via email |  | | |
| **Registers** updated with appropriate codes |  | | |
| **Notify** teachers via email |  | | |