

St Mary’s Catholic Primary

Wrexham

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

Child’s name……………………………………………………………………….…… Class ………………………………

Date from …………………………. date to …………………………. (please only include dates your child will be absent)

Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed. DUE TO QUARANTINE REGULATIONS – PLEASE ATTACH COPY OF FLIGHT TICKETS WITH YOUR REQUEST

Signature of Parent/Carer ………………………………………………………………… Date ………………………..

|  |  |  |  |
| --- | --- | --- | --- |
| **Office use only** | | | Absence authorised No. days \_\_\_  Absence unauthorised No. days \_\_\_    Headteacher initial \_\_\_\_\_\_\_\_\_ |
| Date form received | No. School days absence requested | % Attendance |
|  |  |  |

✂…………………………………………………………………………………………………………………………………………

**This portion to be returned to parents/carers**

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Educational Social Worker if your child’s attendance drops below a level that the school deems acceptable (85%).

Pupil name(s)………………………………………………………..…Class/Year …………………………………………

Absence authorised from …………………………………… to ……………………………………. (inclusive)

Absence unauthorised Current attendance …………………….% as of ………/………./20……..

Signed …………………………………………………….. (Headteacher)

Date …………………………………………………………

**P.T.O**

**Notes to Parents/Carers**

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence is term time you must have parental responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**.

The Local Education Authority can issue a fixed penalty notice for unauthorised absence. A fixed penalty notice can be issued where a student has accrued 10 unauthorised absences in term time (AM and PM count as separate absences) or for late registrations (more than 10 occasions in one term) or for truancy.