**APPLICATION FOR ABSENCE**PLEASE NOTE: WE CAN ONLY AUTHORISE ABSENCES FOR   
EXCEPTIONAL CIRCUMSTANCES. HOLIDAYS ARE NOT CLASSIFIED AS  
EXCEPTIONAL CIRCUMSTANCES.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name(s) of child(ren): | | | Class(es): | | | |
| **ABSENCE DETAILS** | | | | | | |
| **FROM** | | | **TO** | | | |
| Day: | Month: | Year: | Day: | | Month: | Year: |
| **Reason for absence:** | | | | | | |
| **Total number of days missed:** | | | | | | |
| **Name of Parent/Carer (please print):** | | | | | | |
| **Current Address:** | | | | **Contact Number:** | | |
| **Signature (Parent/Carer):** | | | | **Date:** | | |

*N.B. All children lose ground following absence from school. Children in Year 2 and Year 6 take national tests each year in May. Children in Year 1 take a Phonics Screening test in June each year.*

|  |  |
| --- | --- |
| **SCHOOL USE ONLY** | |
| **Current Attendance:** |  |
| **Current Attainment:** | **Below / On Track / Exceeding** |
| **HEADTEACHER’S DECISION:**  **AUTHORISED UNAUTHORISED** | |
| **Reason for Decision:** | |
| **Signed (Headteacher):** | **Date:** |
| **Copied to Parents on (Date):** | **Register Code:** |
| **LA informed?** | **YES / NO** |