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

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| 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.*

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| **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** |