

St Jude's Church of England Primary School
Request for Pupil Absence during term time.

Guidance for Parents

The Department for Education (DfE) permits the Headteacher to authorise up to **10 days planned absence** in **exceptional** circumstances such as a child's illness, bereavement and religious festivals, in any school year. However, this is at the discretion of the Headteacher and is not an automatic right.

Parents have a legal obligation to ensure children attend school regularly. Absence without permission is marked as unauthorised. Failure to comply with government legislation can lead to:

- the issue of a Penalty Notice by the Courts Manager to each parent/carer
- the issue of a summons by the Courts Manager against each parent/carer
- the removal of the pupil from the school register.

| Date of Request | Name of Pupil | | Class |
|--|-----------------------|------------------------------|-------|
| | | | |
| Absence From (date) | Return date to school | Number of school days absent | |
| | | | |
| Please state the reason for absence <i>(please support this statement with relevant documentation including invitations, certificates, medical information)</i> | | | |
| | | | |
| Please print and sign your name (parent/guardian making the request) | | | |
| Date | | | |

For Office Use Only

| Summary of absence (To be completed by the attendance officer) | Previous academic year number of days absent | | Current academic year - number of days absent (to date) | |
|--|---|---|--|--|
| | Authorised %: | | Authorised %: | |
| | Unauthorised %: | | Unauthorised %: | |
| Headteacher's Decision: | | | | |
| <input type="radio"/> This absence is authorised | | <input type="radio"/> This absence is unauthorised | | |
| Signed..... | | Date | | |
| This form will be photocopied and returned to parents with the headteacher's decision. | | | | |