

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 <u>exceptional</u> 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 invitations, certificates,	0.5	his statement with relevant docume	ntation including
		:	
Please print and sign yo	our name (parent/guardian m	aking the request)	
		Date	

For Office Use Only

Summary of absence	Previous academic year number of days absent		Current academic year -number of days absent (to date)	
(To be completed by the				
attendance officer)	Authorised %:		Authorised %:	*
	Unauthorised %:		Unauthorised %:	
○ This abse	Hea	dteacher's Dec	o This absence is unau	ıthorised
			Date	
This form w	vill be photocopied and ret	urned to parer	ts with the headteacher's de	cision.