



ABSENCE REQUEST FORM

Under regulation 12 of the Education (Schools and Further Education) regulations 1981, there is a discretionary power of leave to be granted for the purpose of an annual holiday during term time. Such permission is granted in accordance with arrangements made by the governing body of the school. In response to an Ofsted school priority, we are concentrating our efforts on improving attendance and punctuality of all pupils here at The Spinney. Only in exceptional circumstances, such as bereavement or medical appointments, may any leave be granted. Holidays may not be authorised as a matter of course or purely for financial reasons. No parent can demand leave of absence for the purposes of a holiday as of right.

Name of Child:	
Class:	
Dates requested:	
Number of days:	
Reason: Please use back of sheet as necessary.	
Name (please print)	
Signed: (Parent/Guardian)	
Date:	

For office use only;

Leave authorised: Yes/No	No. of days Authorised:	Signed:
Family informed: Yes/No	Attendance Code:	Date: