



## TRAWDEN FOREST PRIMARY SCHOOL Application for Absence from School

Pupils must attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Education Authority expects that all parents/carers ensure their children attend school as absence during school time will have an impact on their academic progress.

**In line with new regulations under which we must now work, if you do need to take your child out of school during term time, you make very clear in your request how the circumstances are exceptional. If this is not clear then under the new legislation, leave of absence will not be granted.** There may be penalty fines for parents and carers taking children out of school in unauthorised circumstances and these will now be imposed more strictly by the Local Authority.

### PARENTS/CARERS SECTION

Surname of child ..... First Name .....

Date of birth : ..... Class .....

Surname of parent/carer: ..... First Name .....

Relationship to child .....

Home Address: .....

Post Code: ..... Telephone Number .....

Exceptional circumstance: .....

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Length of absence ..... (no of school days) Destination: .....

Date of departure ..... Date due back in school: .....

Emergency UK telephone contact Name and Number .....

Parent/carer's signature ..... Date .....

### SCHOOL SECTION

Date application received ..... Days previously taken.....

Date of meeting with parent/carer: .....

Headteacher's signature .....

Reason for decision based upon exceptional circumstance.....

No of days approved .....

Will be taken off roll from .....

Reason for decision .....