



PUPIL ABSENCE REQUEST APPLICATION

To be completed by Parent/Carer before any absence from school can be considered.

| | |
|----------------------------------|--|
| Today's date: | |
| Child/ren's name/s: | |
| Date/s of birth: | |
| Year group and form class | |
| Absence request dates: | |

We request permission to take our child/ren out of school during term time for the following reasons:

Parents/Carers do not have the legal right to remove their children from school during term time for purposes of a holiday. Schools may, however, authorise absences of up to 10 days in exceptional circumstances, (on one occasion only). Each request will be considered individually, taking account of each child's attendance history.

I understand that permission may be refused and that any absences would then count as unauthorised absence and be reported to Behaviour and Child Missing in Education (BACME) and Fixed Penalty Notice will be issued.

Head Teacher: Ms Courtney Thompson

Whittingham Primary Academy is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

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I understand that if an absence is authorised under exceptional circumstances, but my child does not return to school as agreed, the school may, in certain situations, report my child as Child Missing from Education to the Local Authority. Additionally, there is a possibility that my child could be removed from the school roll.

Signed: _____ Printed name: _____

OFFICE USE ONLY

Attendance:

Current year: _____

Previous year: _____

Head teacher comment:

Signature of head teacher: _____

Date: _____

Head Teacher: Ms Courtney Thompson

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