



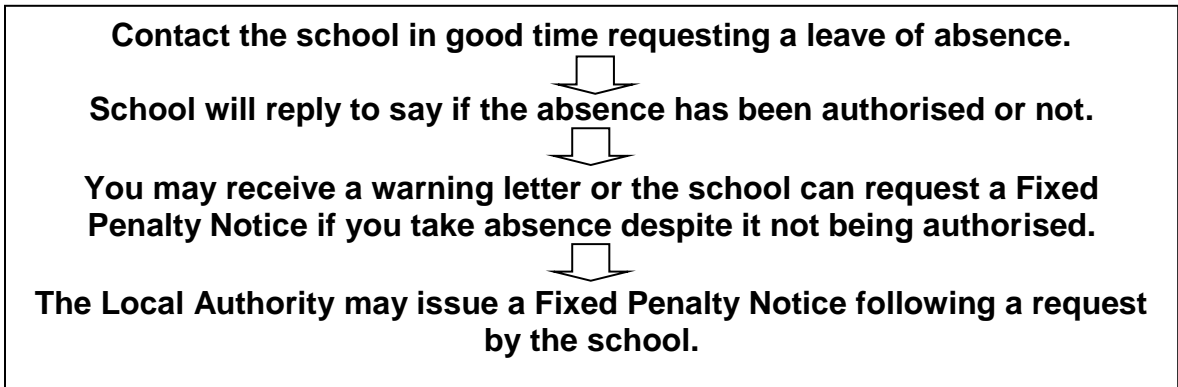
ABSENCE REQUEST FORM

In deciding whether to authorise a request for leave of absence or family holiday, the Headteacher will consider:

- **Your child’s current attendance record**
- **The time of the school year**
- **Individual reasons for the holiday request**

Certain requests will be referred to our Governing Body

We follow York’s graduated attendance response for requests for leave of absence.



Name of child (ren)
Class (s)
Request period of absence begins
Requested period of absence ends
Number of days requested: <small>(If the request is for holidays, then this is expected to be the one and only annual leave which can not be taken at any other time. Any other leave must be EXCEPTIONAL and explained below)</small>
Exceptional reasons for my application:
Are you requesting leave of absence for any siblings at another school? If so please provide details:
I understand and accept that: <ul style="list-style-type: none"> ▪ This absence will affect my child’s learning ▪ My child will miss something vital in their learning that may not be taught again ▪ I could be fined by the Local Authority.
Signature of parent/carerDate

HEADTEACHER'S/GOVERNOR'S AUTHORISATION

Child(rens) name(s)	Class(es)
Number of days requested	
Dates from and to	

I AM UNABLE TO AUTHORISE YOUR REQUEST because

The reasons do not match the exceptional criteria in our attendance policy

Signed Date.....

I HAVE AUTHORISED YOUR REQUEST because

Signed Date