

JOHN RAY INFANT SCHOOL

REQUEST FOR ABSENCE

The Education (Pupil Registration) (England) Regulations 2006 have been amended. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The fundamental principles for defining 'exceptional' are, rare, significant, unavoidable and short.

PLEASE THINK CAREFULLY BEFORE REQUESTING ABSENCE
All absence impacts on a child's learning

If the school refuses your request and your child is still taken out of school, this will be recorded as an unauthorised absence. This may result in the Local Authority issuing a Penalty Notice in accordance with the Essex Code of Conduct.

I request authorisation for:

..... (Name of child) in (Class)

To be absent from school from 20... to.....20..... inclusive

The reason for this being taken in term time is:

.....
.....
.....

Do you have a child/children at John Ray Juniors? YES/NO

Name/s Class

Date..... Signature of Parent/Carer

We will acknowledge receipt of this form, advising whether authorisation for the absence has been given.

<u>OFFICE USE ONLY</u>			
Absence:	Sickness	<input style="width: 50px; height: 20px;" type="text"/>	Holiday
		days	<input style="width: 50px; height: 20px;" type="text"/>
			days

Name of Child[ren] Date of application

The school agrees to your child[ren] being absent from school
from to

The school does not authorise your request for leave during term time for the following
reason/s:

SignedHeadteacher Date