

MARSHFIELD PRIMARY SCHOOL - ABSENCE REQUEST FORM

Please be aware when making a request that, in line with the school Attendance Policy available on the school website, absences may be considered as unauthorised for the following reasons:

- Holidays in term time
- Parent condoned absences e.g. family birthdays, visiting relatives etc
- Truancy
- Absences that have not been properly explained

The local authority is empowered to issue Fixed Penalty Notices where at least 5 days/10 sessions are lost by a pupil due to unauthorised absence. These sessions do not have to be consecutive. A Fixed Penalty Notice will be recorded against your child's school attendance record.

Pupil Name: _____

Year Group/Class: _____

Date of Birth: _____

Address: _____

Telephone Number: _____

Parent Name: _____

Dates Requested From: _____ to _____ inclusive.

No. of Days Absence: _____

Reason for Absence: _____

IF THE REASON FOR ABSENCE IS A HOLIDAY ABROAD, PLEASE SPECIFY THE DESTINATION BELOW

DESTINATION:

Signature of Parent: _____ Date: _____

OFFICIAL USE ONLY:

Authorised Unauthorised

Date: _____

Headteacher signature: _____

Comment: _____

Passed to NCC for Fixed Penalty Notice: Yes No

Parent Copy sent: