

Principal:
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Learning for Life
Broadfield Primary School

Application to request an absence from school for exceptional circumstances.

Guidance

1. In the interest of your child we strive to achieve minimum 95% attendance. Studies have shown that children with excellent attendance are likely to achieve better results.
2. Please only request an absence if the circumstances are likely to be considered exceptional i.e the circumstances are beyond your control.
3. If you feel your reasons are exceptional please write the reason in the box below giving specific details of the circumstances.
4. Please hand in the form to the office as early as possible i.e at least a week before the first day of absence.
5. Please provide copies of medical appointments or examination entries and attach to the form.
6. It is not possible to give a definitive list of absences that will be authorised but the following examples might help:- funeral; hospital appointment; orthodontic treatment; music/dance exams; competing in a national/international sporting event; urgent doctor's appointment.
7. Urgent medical appointments are defined as needing urgent treatment such as antibiotics.
8. Please book family holidays (including any that are to be paid for by grandparents or other family members) during the 13 week school holidays. The cost of a holiday is not an acceptable reason to take time off within term time.
9. Children are expected to attend school for the entire day. Please help us to avoid difficult situations by not requesting to collect the children early unless there are exceptional reasons.
10. If the request is not authorised we are asking you not to take your child out of school. We would be very grateful if you could support us with this.

The decision making

The Headteacher has a duty to monitor and address attendance problems within the school. She will only authorise absences where she considers the reason to be beyond your control. This ensures that decisions are as objective as possible and all families treated equally.

Form

Child's name		Class teacher	
Child's name		Class teacher	
Child's name		Class teacher	

First day of absence	Last day of absence	No of days absent from school
/ /	/ /	

Exceptional reason for your child/ren to be absent from school

Parent/guardian signature: _____ **Date:** / /

Headteacher's decision:-

This absence is:- authorised / not authorised

If unauthorised comment from Headteacher:-

Signed: _____ **Date:** / /