



Pott Shrigley Church School

Church of England Aided Primary



*Be kind and compassionate to one another, forgiving each other,
just as in Christ, God forgave you”
Ephesians 4:32*

ABSENCE REQUEST FORM

You do not have the right to take children on holiday in term time. It is a criminal offence for a parent to 'fail to secure their child's regular attendance at school'. Children are expected to attend school unless they are ill.

The school is closed to children for a total of twelve weeks each year and holidays should be taken during these times. Headteachers can only give permission to take a child out of school when there are **exceptional circumstances**.

If you would like your child to be absent from school during term time, you will need to complete the request slip below so that, where possible, we can approve the absence. You should contact the school at least two weeks before the intended absence.

Absences will only be authorised if there are exceptional circumstances. Please see our Attendance Policy on the school website for examples.

We want all children to be happy and successful in our school, absences can seriously disrupt a child’s progress.

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Planned dates of absence:

Total number of school days:

Reason that the child needs to be taken out of school during term time:

.....

.....I/We request permission for to be absent from school on the above dates.

Signed Parent/Guardian

Date.....

Authorised/Un-Authorised* by Head Teacher.....

Date

(*delete as appropriate)

Please note that this will be marked on the register as an unauthorised absence if it has not been authorised by the Headteacher and may be subject to a penalty notice issued by Cheshire East Attendance & Children Out of School Service