

Iron Acton CEVC Primary School
Wotton Road
Iron Acton BS37 9UZ
01454 228322
enquiries@ironactonprimaryschool.co.uk
http://www.ironactonprimaryschool.co.uk
Headteacher: Mike Riches



ABSENCE REQUEST FORM
2021 – 2022 ACADEMIC YEAR

This form is issued following a discussion with the head regarding your request to take your child(ren) out of school during school time. Please note that only exceptional circumstances can be authorised and only with advanced notice.

You are reminded that in principle, no absence will be authorised in terms 1 and 5 due to children settling into school and assessments taking place. In no circumstances will absence be authorised if children's attendance falls below 90% (current attendance figures will be used in terms 3-6 and the previous year's figures in terms 1 and 2).

Please refer to the Attendance Policy and Penalty Notices on the school website. A paper copy is available from the school office.

Child's Name: _____ **Class:** _____

I wish to apply for my child to be absent from school during the following dates.:

First day of absence:

Last day of absence:

Total number of missed days:

Reason for request for absence:

.....

Signed: Date:

(Parent/Carer)

Please return this form to the school office prior to intended absence.

Office Use Only: Absence: authorised / unauthorised % **Attendance**

Additional information :

Headteacher's signature: Date:



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ABSENCE REQUEST FORM (including holidays)
2021 – 2022 ACADEMIC YEAR

Headteachers reply

Date:

To:

Absence request for dates:

Following our recent discussion about your request for absence, I can confirm that your request has been:

Authorised / not authorised

Yours sincerely

Mr Mike Riches

Executive Headteacher

