

Request for Absence during the School Term



INTEGRITY • COMMITMENT • RESPECT

ST JOHN'S
SCHOOL

Name of Child:

Class:

Contact Tel No:

Date:

I request permission for the above named child to be kept off school for the following reason: Exceptional circumstances Compassionate return to UK
 Medical POTL Other (please specify):

I understand that absence during term time is discouraged and leave can only be granted as 'authorised' in the areas to be ticked above. (Additional paperwork needs to be completed by your unit for any exceptional circumstances. Please contact the school office for the additional forms at least 5 working days in advance). As I am requesting to keep my child off school, there is no obligation on behalf of the staff to set work for my child.

Post Operative Tour Leave (POTL) entitlement is a further 10 days which can be authorised by the Headteacher on receipt of an authorisation form from your Unit C/O. Please contact our office for a copy of this form.

The absence requested is from to which is a total of school days.

I understand that this application must be made in advance of the first day of planned absence. Any absences exceeding 10 days will prompt a telephone call for further clarification from the Headteacher/Deputy Headteacher, in line with SCE policy.

Parent's Signature:

Print Name:

Dear Mr & Mrs

Date:

Thank you for your application to keep your child off school during term time. I can confirm that your requested absence is classified as follows:

Previous Recorded Absences:

A total of Authorised absences this year A total of Sick/Medical absences this year

A total of Unauthorised absences this year A total of Post Operative absences this year

Authorised days.

Unauthorised days for the following reason:

Application exceeds maximum days permitted

Application received after event

Application does not qualify for authorised absence

See attached sheet

A total of absences have now been recorded

Signed:

Headteacher/Designated Safeguarding Lead

School Use only: Class teacher Parent Pupil's record MSA file