

Forest Lodge Primary School

**APPLICATION FOR ABSENCE FOR
FAMILY HOLIDAY/FOREIGN VISIT/PILGRIMAGE**

This form must be completed before the head can consider your application for extended absence. You must complete all sections of the application and will be asked to show your tickets or other proof of travel dates. A separate application must be completed for each child.

Please ask for help if you do not understand any part of this form.

On receipt of the completed form, the head teacher will look at your child's previous attendance record before making any decision. A copy of this form, showing the head teacher's decision will be sent to you.

Child's name	Class

I request absence for my above named child to

accompany me on a visit to

The reason for the visit is

.....

(Please note that the head teacher is unable to consider your request unless you give a reason.)

First day of absence from school	Date of return to school

Full address of final destination

.....

This section is for school use only.

- Form checked (Initial)
- Attendance current year%
- Attendance previous year%
- Previous extended absence on record
- SEN
- SATs year
- Secondary transition
- Other
- Ticket/travel confirmation seen
- Copy of ticket/travel confirmation retained
- Entered in diary
- Date copy sent to parent
- Date copy sent to class teacher

Pupil has not returned on expected date

Telephone call to home number –

- Date
- Time
- Call made by
- Result

Telephone call to contact number –

- Date
- Time
- Call made by
- Result

Refer to Admin procedures manual – Procedure re. Application for Extended Absence - if parent or contact confirms that pupil is still at address given on page 1.

I will arrange for the following friend/relative to notify the school if there are any changes to my travel arrangements which may effect my date of return and understand that you may contact that person in the event of my child not returning to school on the agreed date.

Name of friend/relative

Address

.....

Telephone number

I understand that –

- The Governors' policy only allows absence to be authorised in exceptional circumstances.
- The head teacher may authorise up to 10 days of absence (20 sessions) for reasons other than my child's own medical needs outside the school holiday periods and will consider my child's educational progress, previous attendance record and the current stage of his/her education before deciding whether to authorise this absence.
- The head teacher will not authorise more than one period of extended absence while my child is on roll at Forest Lodge Primary School.
- All absence in excess of 10 days (20 sessions) will be unauthorised, if it is not agreed by the head teacher.
- A fixed penalty notice, leading to a fine of up to £100 per parent, per child, may be issued by the Education Welfare Service if my child has more than 20 unauthorised absences on his/her record.

- My child's name may be removed from the school roll after 20 days of unauthorised absence.
- The school will notify me if my child's name is removed from the roll. I will have to apply for a place in school through the Local Authority's Admissions Department and will only be allocated a place at Forest Lodge Primary School if space is available.

Signed
Parent/Carer

Date
(Please do not write anything below this line.)

Head teacher's decision

Absence **authorised** from to

Absence **unauthorised** from to

Date on which **20th session** of unauthorised absence will occur is

The whole period of absence is unauthorised because -
Previous extended absence in
Poor record of attendance to date
Pupil in KS1 SATs year
Pupil in KS2 SATs year
Transition year – KS2 to KS3

Other

Signed

Date

