



St Mary's Catholic Primary Wrexham

Absence Request Form (Exceptional circumstances only)

Child's name..... Class

Date from date to (please only include dates your child will be absent)

Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed. **DUE TO QUARANTINE REGULATIONS – PLEASE ATTACH COPY OF FLIGHT TICKETS WITH YOUR REQUEST**

Signature of Parent/Carer Date

Office use only		
Date form received	No. School days absence requested	% Attendance

Absence authorised No. days _____
 Absence unauthorised No. days _____
 Headteacher initial _____

✂.....

This portion to be returned to parents/carers

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Educational Social Worker if your child's attendance drops below a level that the school deems acceptable (85%).

Pupil name(s).....Class/Year

Absence authorised from to (inclusive)

Absence unauthorised Current attendance% as of/...../20.....

Signed (Headteacher)

Date

Notes to Parents/Carers

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have parental responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**.

The Local Education Authority can issue a fixed penalty notice for unauthorised absence. A fixed penalty notice can be issued where a student has accrued 10 unauthorised absences in term time (AM and PM count as separate absences) or for late registrations (more than 10 occasions in one term) or for truancy.