



# 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 from school)

Destination ..... (NB – This is for child protection reasons, ensuring all our children are safeguarded)

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.

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 (92%).

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

☐ Absence authorised from ..... to ..... (inclusive)

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

Signed ..... (Headteacher)

Date .....

P.T.O

### **Notes to Parents/Carers**

#### **Declaration:**

I understand that this holiday request may be authorised or not authorised at the discretion of the Head Teacher. If the Head Teacher does not authorise this absence, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead ESWTM which will be determined in line with the school's attendance policy. (Please ask for a copy at school or the schools website)

**Form updated September 2022**