



## CRABTREE JUNIOR SCHOOL NOTIFICATION OF ABSENCE FROM SCHOOL

The Education (Pupil Registration) (England) Regulations 2006, and Amendments 2013, outline the conditions under which leave of absence may be granted. Regulation 7 states that “leave of absence should only be granted due to the special circumstances relating to that application.”

Pupils attend school for a maximum of 190 days in each academic year. The Headteacher, Directors and Governors firmly believe that full attendance is vital for your child’s educational progress and the Local Authority expects all parents/carers to ensure their children attend school whenever possible.

Absence due to a holiday taken during term-time will hinder your child’s educational achievement and will be marked as unauthorised in the school register. Requests for absence due to other reasons will be considered by the Headteacher and only authorised **in exceptional circumstances**.

If you need to notify us of a leave of absence from school for your child(ren) please complete the information below and send to the school office a minimum of two weeks before the absence.

NB This form should be used only for notification of absence due to family holiday or for other exceptional reasons. Notification of absence due to medical reasons should be made by email/letter to the class teacher or school office.

<b>To be completed by the parent</b>		
Name of child:	Class:	
Name of child:	Class:	
Name of child:	Class:	
Dates of absence:	From:	To:
Total number of days absent from school:		
Reason for the absence:		
Signature of parent/guardian:		Date:

<b>To be completed by the school</b>			
Attendance in current academic year	%	Unauthorised absence in current year	%
Previous applications for leave of absence:			
Dates:	No. of days’ absence:		
Dates:	No. of days’ absence:		
Dates:	No. of days’ absence:		

Authorised	Unauthorised	
Signature of Headteacher:		Date: