**St. Mary’s CE Primary School**

# APPLICATION FOR ABSENCE FROM SCHOOL 2023-24

Full school attendance is vital for your child’s educational progress. The Local Education Authority expects all parents/guardians to ensure their children attend school whenever possible. **Absence during term time will only be granted in exceptional circumstances**. If you feel your circumstances are exceptional please complete and return this form to the school **before making any travel arrangements**. Absences may only be authorised at the discretion of the school. The Headteacher may wish to meet with you to discuss the exact circumstances of your application.

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| **PARENTS SECTION – please complete in full**  |
| Name of child  |   |
| Date of Birth  |  Year/Class  |
| Name of parent/guardian  |   |
| Address of child  |   |
|   |   |
| Post Code  |   |
| Contact Details  | Mobile  |   |
|   | Email  |   |
| Reason for absence (including destination)     |   |
| Educational activities while away  |     |
| Start date of absence  |   |
| Date of return to school  |   |
| Number of school days missed  |   |
|  Signature of parent/guardian  |   Date  |

|  |  |  |  |
| --- | --- | --- | --- |
| Current attendance 2022/2023  | %  | No. of previous applications  |   |
| Attendance 2021/2022  | %  | No. of previous applications  |   |
| Absence from school  | Approved  |   | Not approved  |   |
| Signature of Headteacher Date:  |  |  |