**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: |  |  | | |