



## Himbleton CE Primary School and Nursery Planned Absence Request Form

The Department for Education says that a child must attend every day that school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for a circumstance which would mean a request for absence in advance from the school. Such circumstances include:

- Taking part in a regulated performance or employment abroad
- Attending an interview, including for another school
- Study leave
- A temporary, time-limited part-time timetable or to attend another school where a child is registered (dual registration)
- Attending an off-site educational visit or an approved sporting activity
- Exceptional circumstances – these will be considered on an individual basis. Currently, the need or desire for a holiday in term time is not considered to be exceptional circumstances.

If you would like to request a planned absence from school, please complete the following form and return it to the school office for consideration. Parents and carers should also refer to Himbleton's Attendance Policy for more information about this process. Please note that teachers will not be able to provide work for children who have missed school due to a planned absence.

<b>Name of child/ren:</b>			
<b>Year group/s:</b>			
<b>First date of requested absence:</b>		<b>Last date of requested absence:</b>	
<b>Total number of school day's absence:</b>			
<b>Reason for absence:</b>			
<b>Parent's signature:</b>		<b>Date:</b>	
<b>School use only</b>			
<b>Child's current attendance</b>			
<b>Authorised/unauthorised</b>			