



# Lavant C.E. Primary School

## Request Absence from School Form



Dear Parents,

**This form is to be completed at least 4 weeks prior to absence.**

If you plan for your child to be absent from school for any reason, please complete the information below.

Please note that permission will not be given for family holidays during the school term and therefore all these absences will be unauthorised. In these instances, a form must still be completed and you may incur a Fixed Term Penalty. Please refer to the school's Attendance Policy on our website using the link below;

[https://www.lavant.w-sussex.sch.uk/website/attendance\\_policy\\_leave\\_request/715798](https://www.lavant.w-sussex.sch.uk/website/attendance_policy_leave_request/715798)

Child's Name		Year Group
Reason for Absence		
Start Date	End Date	No of Days
Signed		Date

Please return the completed form to the school office. You will receive a copy of this form in your child's book bag with the decision made by the school. Please feel free to contact me if you would like to discuss my decision further.

**Head teacher**

### Head of School's Response

Authorised		Unauthorised	
% Attendance year to date	Has absence during term time been requested previously, if so when?		
Head of School's Comments			
Signed			Date