Hinderton School

Application for Authorised Absence

It is now a statutory requirement that the school registers absence as 'Authorised' or 'Unauthorised'. Absences can be authorised by the Headteacher, for a number of reasons:

In the case of illness, a letter should be sent into school. With regard to holidays, the following proforma should be completed. It is hoped that parents will not keep their children away from school on holiday for more than 10 days in any academic year.

Would parents, therefore, whenever their child is away from school, make sure this is communicated to the Headteacher/School Office.

APPLICATION FOR AUTHORISED HOLIDAY ABSENCE

| hild's Name: Class: | | | : | |
|------------------------------|----------------|------------------|----------------|--|
| Duration of Absence: | | | | |
| First day of absence: | day | month | year | |
| Return to school: | day | month | year | |
| Number of days absent: | | | | |
| Reason for the Request: | | | | |
| | | | | |
| | | | | |
| ACKNOWLEDGEMENT OF | REQUEST FOR AU | THORISED HOLIDAY | <u>ABSENCE</u> | |
| AUTHORISED / UNAUTHORISE | :D | | | |
| Reasons (if not authorised): | | | | |
| | | | | |
| Signed: | HEADTEACHER | | | |
| Date: | | | | |