

Simpson's Lane Academy



PLANNED ABSENCE OF PUPIL FROM SCHOOL

The Government asks parents to make sure that they take their holidays during the school holidays. As you are aware only the school can authorise any absence from school. We realise that there will be rare occasions when parents may need to ask for authorisation of a planned absence from the academy, in exceptional circumstances.

The academy will not authorise any holiday unless there are exceptional circumstances.

In the event of a planned absence this request form should be completed by the parent/carer and forwarded to the Head of the pupil's school for consideration before the period of absence.

Iam making a request on behalf of
my child(ren).....
for an authorised absence from.....
to
in order to

.....
.....
.....

My child/ren will return to school on

I would like the school to take the following information into consideration when making the decision

.....
.....
.....

Signed.....(Parent/Carer)

Dear Parents/Carers,

Thank you for your request for a planned absence.

Under Government guidelines, at this time I am unable to authorise your child's planned absence because.....

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.....
.....
.....
.....
.....

On this occasion the school will authorise.....day/s:-

.....
.....
.....
.....

If your child does not attend school the Local Authority Education Welfare Officer will be notified, which may result in a fine.

Yours sincerely

Miss S Taylor

Head of Academy