

**Absence Request Form**

**Any time missed from term time studies has a detrimental effect on your child’s educational progress and it can take several weeks for them to catch up. Holidays taken during term time will not be authorised.**

We understand that, under certain circumstances, time away from school is unavoidable. If this is the case, a request needs to be submitted for the Headmaster to consider permission for authorised absence.

**Please secure this authorisation BEFORE finalising any plans.**

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| --- | --- | --- | --- |
| **Name of child/children:** |       | **Form:** |       |
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|  |
| **Reason for absence:** |       |
| **First date of absence** |       | **Last date of absence:** |       |
| **Total number of school days to be missed:** |       |
|  |
| **Signed:** |       | **Print name (parent/guardian):**  |       |
| **Date:** |       |

**Please return to the Registrar via your child’s bookbag or**

**by email to** **registrar@eversfield.co.uk**

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| ***School use only:*** |
| ***Your child’s attendance is currently*** |  ***Excellent (98% and above)*** ***Satisfactory (95% to 97%)*** ***Poor (less than 95%)*** |  |
| ***Authorised:*** | *…………………………………..……… (Headmaster)* | ***Date:*** | *..…………………..* |
| ***Unauthorised:*** | *…………………………………..……… (Headmaster)* | ***Date:*** | *..…………………..* |
| ***Reason:*** | *…………………………………………………………………………………………….**…………………………………………………………………………………………….* |
|  | ***OFFICE*** | ***REGISTRAR*** | ***FILE*** |
|  |  |  |  |