

**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.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of child/children:** | |  | | | **Form:** |  |
|  | | | **Form:** |  |
|  | | | **Form:** |  |
|  | | | | | | |
| **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**](mailto: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*** |
|  | | |  |  |  |