|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | APPLICATION FOR ABSENCE FROM SCHOOL |  |  |  |
| Full school attendance is vital for your child’s education progress. The Local Education Authority expects all parents/guardians to ensure their children attend school whenever possible. **Absence during term time will only be granted in exceptional circumstances.**­ If you feel your circumstances are exceptional please complete and return this form to the school **before making travel arrangements**. Absences may only authorised at the discretion of the school. The Headteacher may wish to meet with you to discuss the exact circumstances of your application. |
| **PARENTS’ SECTION** |
| **Name of child** |  |
|  |  |  |  |
| **Date of Birth** |  / / |  **Year / Class** |
|  |  |  |  |  |  |
| **Name of Parent/Guardian** |  |
|  |
| **Address of Child****Contact Telephone Numbers** | **No/Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Town: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****County: ­­­­­\_\_\_\_\_\_\_\_LINCOLNSHIRE­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Postcode: ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |
|  |  |
| **Justification of absence (including destination)** |  | **Educational activities while away** |
|  |
| **Start of absence** / / **Date of Return to School** / / |
|  |
| **Number of school days missed** |
|  |
| **Signature of Parent/Guardian** **Date**  |  |
|  |
| **SCHOOL SECTION** |
| **Current % Attendance** |  | **Number of Previous Applications** |  |
|  |
| **Absence from School Approved** | **Not Approved** |
|  |
| **Signature of Headteacher****Date**  |  |