|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | 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** | | | | |  | | | | | |