

Request for Authorised Absence

# The Governing Body of St Vincent de Paul Catholic Primary School will not consider an authorised absence unless the circumstances are exceptional. The Governing Body will make a decision on each request on each individual basis. An accompanying letter must be provided clearly stating the reasons for the request.

*If children are taken out of school during term time then by signing below, parents accept shared responsibility if their child(ren) does not achieve their annual targets.*

Child (ren)'s Name : Year:

Reason for absence:

The absence will be for days Please provide dates of absence

Signed \_ \_\_ \_\_ \_\_ (Parent/Guardian)

TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL'S AUTHORISATION MAY RESULT IN THE LOCAL AUTHORITY ISSUING A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD FOR WHOM THE REQUEST HAS BEEN REFUSED

*Office Use only*

Number of Days Absence to date \_ \_

Headteacher/Governor Comment

Authori sed By: \_\_\_\_\_ \_\_ (Headteacher/Governor) Not Authorised By: \_ (Headteacher/Governor)

Date Received: