



The Spalding Special Schools Federation Application for absence from school

Full school attendance is vital for your child's educational progress. The Local Education Authority expects all parents/guardians to ensure their children attend school whenever possible. Absence during term will only be granted in exceptional circumstances. If you feel your circumstances are exceptional, please complete and return this form **before making any travel arrangements**. The Head Teacher may wish to meet you to discuss the exact circumstances of the case.

To be filled out by Parents / Guardians

SURNAME OF CHILD.....

FIRST NAME(S).....

DATE OF BIRTH..... CLASS.....

NAME OF PARENT / GUARDIAN.....

ADDRESS OF CHILD.....

TELEPHONE NUMBER.....

REASON FOR ABSENCE (INCLUDING DESTINATION).....

EDUCATIONAL ACTIVITIES WHILST AWAY.....

START OF ABSENCE..... RETURN DATE TO SCHOOL.....

EMERGENCY CONTACT NUMBER DURING ABSENCE.....

SIGNATURE OF PARENT / GUARDIAN.....

To be filled out by School

PERCENTAGE OF ATTENDANCE THIS YEAR..... LAST YEAR.....

NUMBER OF PREVIOUS APPLICATIONS GRANTED.....

ABSENCE APPROVED NOT APPROVED

SIGNATURE OF THE HEAD TEACHER.....