

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 attendance this year / last year

Number of previous applications granted

ABSENCE: APPROVED / NOT APPROVED

Signature of Head Teacher