



Lawn Primary
and Nursery School

REQUEST FOR ABSENCE

This form is for absences of one day or more

Please fully complete form and return to the office I would like to take:

	Name	Class Number
1.		
2.		
3.		

Out of school from : Mon Tue Wed Thur Fri _____
(circle) (Date)

Returning to school on : Mon Tue Wed Thur Fri _____
(circle) (Date)

Number of school days my child/children will be absent: _____ Day(s)

Please state in full the reason for this absence:

Notes: Holidays will not be authorised

Children should not take time off during term time unless it is an emergency.

Parents **do not have a right** to take their children away during term time.

Permission must be sought in writing from the Head Teacher **in advance** of any journey being undertaken.

Head Teachers can only authorise absences in **exceptional circumstances**.

Absences from school will not be authorised unless there are clearly communicated factors that the school regards as exceptional. Families of children who take absences from school not authorised as exceptional are liable to a fine of £60.00 per child per parent.

I have read and understood the information contained in this form and I am aware that I may be issued with a Fixed Penalty Notice if my child's absence from school is considered excessive.

Signed: _____ (Parent/Carer) Print: _____ Date: _____

OFFICE USE ONLY

I acknowledge the above request for absence on the date(s) specified. The absence will be recorded as follows:

Days authorised Days unauthorised

FPN		
	Yes	No

Notes :

Headteacher:		Date:	
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