



**PLANNED ABSENCE OF PUPIL FROM SCHOOL**

The Government asks parents to make sure that they take their holidays during the school holidays. As you are aware only the school can authorise any absence from school. We realise that there will be occasions when parents may need to ask for authorisation of a planned absence from school in exceptional circumstances. However if authorisation is agreed, a school can only allow up to a maximum of 10 school days. This means that any time taken over and above this time definitely will not be authorised.

*In the event of a planned absence this request form should be completed by the parent/carer and forwarded to the Head of the pupil's school for consideration before the period of absence.*

I .....am making a request on behalf of  
my child(ren).....

for an authorised absence from.....

to .....  
in order to

.....  
.....  
.....  
.....

My child/ren will return to school on .....  
I would like the school to take the following information into consideration when making the decision

.....  
.....  
.....

Dear Parents/Carers,

Thank you for your request for a planned absence.

Under Government guidelines, at this time I am unable to authorise your child's planned absence.

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.....  
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.....  
.....  
.....

On this occasion the school will authorise.....day/s:-

.....  
.....  
.....  
.....

If your child does not attend school the Local Authority Education Welfare Officer will be notified, which may result in a fine.

Yours sincerely

Mr J Phillips  
Head of Academy  
Craven Primary Academy

Mrs T Bartle  
Executive Principal  
Delta Academy Trust.