Sandbrook
Community Primary School

EXTENDED ABSENCE REQUEST

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Education Authority expects all parents/carers to ensure that their children attend school whenever possible. Absences due to holidays taken during the school time, could hinder academic progress.

Head Teachers may not grant any leave of absence during term time unless there are **exceptional** circumstances.

Holidays **which are not** authorised by the Head Teacher will be recorded as an unauthorised holiday (Code G).

Sandbrook Primary are using penalty notices and if your child meets the criteria, this could result in a referral to the Education Welfare Service.

Parents Section

Child's Name			
Date of Birth		**Class**	
Parents Name And current address			
Parents contact number			
Reason for Request			
Destination			
Dates of Absence	**From:**	**To:**	
Number of school days missed			
Parents Signature			

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To be completed by school staff

Date received by school	

Extended Leave approved	☐ Yes ☐ No

Contact with parents	☐ Yes ☐ No	Date

Absence recorded on Arbor	☐ Yes ☐ No	Date

Current attendance	

Attendance Officers Signature	