Redbourn Infants and Nursery School
Redbourn Junior School

APPLICATION FOR PUPIL ABSENCE DUE TO EXCEPTIONAL OR OTHER CIRCUMSTANCES

As a parent/carer you should fill in this form if you want to take your child out of school during term time.

The Education (Pupil Registration) (England) Regulations 2006 has now been amended as from 1st September 2013.

The Headteacher may not grant authorised absence during term time unless there are exceptional circumstances. If your child is absent from school because of a holiday which has not been agreed, this will be classified as an unauthorised absence and you may be fined or legal action taken against you.

Parent / carer please complete		For Office use only	
Child Name	Class	% attendance	Comments

Dates Requested: from	**to** **inclusive**

Please explain your reasons for taking your child(ren) out of school during term time below:

Signature of Parent/Carer_____Date: _____

Headteacher		Authorised / Declined	Date

Please return this form to the school office.