



APPLICATION FOR ABSENCE FROM SCHOOL

Pupils attend school for a maximum of 190 days each academic year. Full school attendance is vital for your child's progress and attainment.

School attendance regulations make it clear that leave of absence during term time **may not** be granted by Head Teachers unless there are **exceptional** circumstances. Parents/Carers must contact school for permission in this situation and fully explain what the exceptional circumstances are. The Head Teacher will make a final decision based on school attendance regulations.

Parents failing to comply with school attendance regulations by taking their child/children out of school may be issued with a Penalty Notice from the Local Authority. The fine per parent per child will be £60 if paid within 21 days and £120 if paid within 28 days. Failure to pay the Penalty Notice will result in further prosecution through the courts.

Please complete this form and return to school reception, or email to enquiries@hazelwoodhigh.co.uk

Parents' Section - (Please use block capitals)

Surname of Child First Name

Date of Birth Year and Form

Surname of Parent/Carer First name of Parent/Carer

Home telephone number Mobile number

Reason for absence:.....

.....

.....

Length of absence (number of school days) Destination (if applicable).....

First date of absence Last date of absence

Parents'/Carers signature

For Office Use:

Date Request Received **Authorised – Yes / No** **Date Decision Advised**.....



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enquiries@hazelwoodhigh.co.uk

www.hazelwoodhigh.co.uk

Headteacher: Paul Greenhalgh