



Hathern C of E Primary School

Head Teacher: Stephen Dunn

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Absence Request Form

Name of Child:	Class:
Date of absence: From: (first day not in school)	To: (date of return to school)
<i>Please note:</i> <ul style="list-style-type: none">• Parents have a legal obligation to ensure their children receive a full-time education• Absence for any reason during term time is discouraged	
<i>Absence known to be for the following reasons would be authorised:</i> <ul style="list-style-type: none">• Illness• Religious observance• Attendance at medical appointments which could not be made outside school hours• A family needing to support each other during or after a crisis	
<i>Family holidays during term time</i> <ul style="list-style-type: none">• Holidays during term time are strongly discouraged due to the inevitable disruption caused to learning.• Parents do not have an automatic right to withdraw pupils from school for a holiday. Amendments to the registration regulations (Government regulations) remove references to family holidays and extended leave as well as the threshold of ten school days. The amendments make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. This came into force on 1st September 2013.• No holidays will be authorised during term time. Any holiday taken during term time will be recorded as unauthorised absence.	
Please indicate the reasons why an authorised absence is requested and why arrangements could not be made outside school hours:	
Signed:	Dated:

'Learning and Caring Together'

