



**Missing school means missing out! Every day counts!**

**Absence requests should only be made in exceptional circumstances.**

**Child's Name:**

**Class:**

**First day of absence from school:**

**Last day of absence from school:**

**Total number of days absent:**

**Number of previous absence requests made this year:** *(There should not be more than one request per year)*

**Reason for the absence request:** *(Attach evidence where possible)*

**Reason why this time out of school must be taken during term-time:** *(E.g. Parent's job; only available appointment; etc)*

Requests that can be authorised will usually be responded to via Class Charts. You will receive a response from the school within 5 working days. You may receive a phone call from the school or be asked to attend school for a meeting about the request and to discuss your child's attendance.

**I confirm that I have read this form carefully and that the information I have given is correct.**

**Signed:**

**(Parent/ Carer)**

**Date:**

**FOR SCHOOL USE ONLY**

**Previous academic year's attendance:**

**Current academic year's attendance:**

**Previous year's unauthorised absence:**

**Current year's unauthorised absence:**

**Request approved / not approved (delete as applicable)**

**Reason:**

**Signed:**

**(Headteacher / Deputy Headteacher)**



## IMPORTANT INFORMATION

We publish school term dates in advance to help you book holidays outside of school time. Holidays should not be booked during term time unless there are exceptional circumstances.

Children should **never** miss school simply because it is a special date for the family such as a birthday or anniversary.

Children have a legal right to an education and parents have a legal duty to ensure their children attend school. If you take your child out of school without permission, you will be committing an offence under the Education Act 1996.

Where a child's attendance falls below 90%, Torfaen's Education Welfare Officer will monitor absences and may contact the family.