



Request for Authorised Absence

The Governing Body of St Mary's Catholic Primary School in Middlewich will not consider an authorised absence unless the circumstances are exceptional. The Governing will make a decision on each request on each individual basis. An accompanying letter must be provided clearly stating the reasons for the request. If children are taken out of school during term time then by signing below, parents accept shared responsibility if their child(ren) does not achieve their annual targets.

Child (ren)'s Name:

Year:

Reason for absence:

The absence will be for _____ days

Please provide dates of absence

Signed _____ (Parent/Guardian)

**TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL'S
AUTHORISATION MAY RESULT IN THE LOCAL AUTHORITY ISSUING A
FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD FOR
WHOM THE REQUEST HAS BEEN REFUSED**

Office Use only

Number of Days Absence to date _____

Governor/Headteacher Comment

Authorised By _____ (Headteacher/Governor)

Not Authorised By _____ (Headteacher/Governor)

Date Issued: _____

Date Received: _____