

**Absence Request Form**

Please complete the form below and email it to admin@italiaconti.co.uk copying in your child’s Form Tutor in advance of the day(s) you would like to request.

|  |  |
| --- | --- |
| Full Name |  |
| Date(s) of intended absence |  |
| Total number of days missed |  |
| Morning/Afternoon/All day |  |
| Reason for absence |  |
| Parent/Carer Signature |  |
| Date |  |

**For School Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| The request for school absence **HAS** been agreed | | |  |
| The request for school absence **HAS NOT** been agreed | | |  |
| Headteacher’s Signature | |  | |
| Date |  | | |

**LEAVE OF ABSENCE REQUEST OVERVIEW**

Pupils of school age must, by law, attend school regularly. If a child is to be away from school parents are required, in advance, to ask the school to approve the absence. A pupil’s absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of under achievement which we, working in partnership with parents, seek to avoid. If leave of absence is not agreed by the school, then the absence is recorded as an unauthorised absence.

Absence requests will usually be authorised for:

• Music/dance exams

• Orthodontist and hospital appointments

• Emergency dental and medical appointments

• Exceptional opportunities

Absence requests are not usually authorised for:

• Occasional visits

• Family days out

• Holidays

Please arrange for regular dental and optician check-ups to take place during school holidays.