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| **Tattenhall Park Primary School** |

**Application for Absence**

PLEASE NOTE: We can only authorise absences for exceptional circumstances. Holidays are not classed as exceptional circumstances and where 5 consecutive days are missed this will result in a Fixed Penalty Notice.

Name/s of Children …...............................................................Class …................................

…...................................................................................................Class....................................

…...................................................................................................Class....................................

**Duration of Absence**

Number of school days absent ................................

First day of absence from School ..............................Month.........................Year.............

Last day of absence from School .............................Month.........................Year.............

Reasons for the request, please give as much detail as possible to enable the school to make an informed decision.

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Signature……………………………………………………………………………………………

Parent/Carer Name (please print) ………...........................................Date………………………..

N.B. All children lose ground following absence from school. Children in Year 2 and Year 6 take national tests each year in May. Children in Year 1 take a Phonics Screening test each year in June.

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**Acknowledgment of reply for absence**

Authorised

Not Authorised but no Fixed Penalty Notice

Not Authorised and will incur a Fixed Penalty Notice

Signed (Headteacher) .................................................................. Date.........................................