**Planned Pupil Absence Request Form**

**Date of request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Child’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**First date of absence\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last date of Absence\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total school days absence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please try to make all appointments out of school hours.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason for absence** | **Tick** | **Code** | Please give details of your request for absence. If a parent/carer’s employer determines holiday patterns**, please provide written confirmation from the employer with a contact name and number.** |
| Religious Observance |  | **R** |  |
| Hospital appointment |  | **M** |
| Doctor’s appointment |  | **M** |
| Dental appointment |  | **M** |
| Holiday |  | **H/G** |
| Other |  | **O/C** |

**Parent/carer sign: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Our school policies can be found on our school website:** [**www.Meadowside.warrington.sch.uk**](http://www.Meadowside.warrington.sch.uk)

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| **For school use only.**  **Child’s current attendance\_\_\_\_\_\_\_\_\_\_\_\_%**  **Previous requests for absence YES/NO**  **Evidence of exceptional circumstance YES/NO**  **Request for absence: Authorised Unauthorised**  **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Headteacher Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Copy given to parent/carer**

**Copy saved to CPOMS**