



SAUNDERSFOOT CP SCHOOL

Request to take child out of school during term time (Please provide as much information as possible)

Child's Name:			
Date of Birth:			
Class:			
The overall % attendance pattern of the child/ren:	Sept 2021 - July 2022 : Sept 2022 to date :		
Dates of Absence: (From/To dates)		Duration of absence: (school days missed)	
Purpose of the absence, circumstance of the family, impact on continuity of learning, please include reason for absence during term time:			
Please provide any documents that may help the panel in making an informed decision.			
The date the pupil will return to school:			
Names and schools of any siblings:			

(name, address and contact number of a relative or friend who we can make contact with if you do not return on the stated date)

Absences in Term Time 2022-2023

If, however, there is extended absence, then the parent/s or guardian/s will discuss with the school about taking work to ensure that the child keeps up with their education during the absence.

Please note that we cannot guarantee that a place will be available for your child in the school of your choice on your return, but you will be offered a place at the nearest school with room available in the year group.

Signed: _____ Parent or Guardian

Date: _____

G	Family holiday (not agreed or sessions in excess of agreement)	unauthorised absence
C	Other authorised circumstances (not covered by another code)	authorised absence
I	Illness	authorised absence
H	Agreed family holiday	authorised absence
F	Agreed extended family holiday	authorised absence
M	Medical or dental appointment	authorised absence
R	Day set aside exclusively for religious observations	authorised absence
O	Other unauthorised (not covered by other codes)	unauthorised absence
N	No reason for the absence provided yet	unauthorised absence