

BASTON CE PRIMARY SCHOOL

APPLICATION FOR PERMISSION TO TAKE A CHILD OUT OF SCHOOL DURING TERM TIME

Full attendance at school is vital for your child's education. We expect all parents/carers to ensure their children attend school whenever possible. **Absence during term-time will only be granted in exceptional circumstances.**

If you wish to make an application please, complete the form below and return it to school. The Headteacher may ask for further information.

Name of child/ren:

Class/es:

Dates From To

Total number of school days absent:

Reason for absence:

Signed Parent/Carer Date:

FOR SCHOOL USE: Academic year **September 2019 to July 2020**

Name of Child/ren	Authorised session – Medical Already granted	Authorised session – Illness Already taken	Unauthorised Session Already taken	Current % attendance As at

Absence approved: Reason:

Signed:Mrs R Mills, Headteacher

Date: