

# RAINOW PRIMARY SCHOOL

Headteacher:  
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*Caring, Learning, Achieving.*

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## ABSENCE REQUEST FORM

You do not have the right to take children on holiday in term time. It is a criminal offence for a parent to 'fail to secure their child's regular attendance at school'. Children are expected to attend school unless they are ill. The school is closed to children for a total of twelve weeks each year and holidays should be taken during these times. Headteachers can only give permission to take a child out of school when there are exceptional circumstances.

If you would like your child to be absent from school during term time, you will need to complete the request slip below so that, where possible, we can approve the absence. You should contact the school at least two weeks before the intended absence.

Absences will only be authorised if there are exceptional circumstances. Please see our Pupil Attendance Policy on the school website for examples. Please do not request absence when your child is preparing for or undertaking examinations. The class teacher will advise you about these.

We want all children to be happy and successful in our school, absences can seriously disrupt a child's progress.

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Planned dates of absence ..... Total number of school days .....

Reason that the child needs to be taken out of school during term time

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I/We request permission for ..... to be absent from school on the above dates.

Signed ..... Parent/Guardian

Date.....



