



The Wroxham School

Absence from School Authorisation Request

This form should be used to request all absences from school during term time. This includes absence for exams, dental and medical appointments, sports events and all holidays including religious events. Wherever possible, please submit this form at least one week in advance of the absence. In exceptional circumstances, we will consider short notice applications.

From 1 September 2013, new DfE regulations have come into force regarding leave of absence for children from school. Headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. We will consider each application individually taking into account the specific facts and circumstances, and relevant background context behind the request. Absences for medical and dental appointments should be made outside of school hours wherever possible.

Name(s) of children	
Classes	
Date(s) of absence requested (included from and to if more than one date)	
Reason for absence including any educational benefit to the child/children	
Signed	
Name (printed)	
Date	

For school use only

Name of person processing form	
Absence approved- yes or no	
Reason for decision	
Signed	
Date	
Parent notified of decision – letter or email	