



HERTFORDSHIRE COUNTY COUNCIL

ANSTEY FIRST SCHOOL

Anstey, Buntingford, Herts, SG9 0BY

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Head Teacher: Mr Richard McKelvey

REQUEST FOR ABSENCE (OTHER THAN ILLNESS) DURING TERM-TIME

Good attendance is a vital component of a child's success at school. Recent changes to Government legislation make it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers no longer have discretion in this matter.

If there are exceptional circumstances behind your request for a pupil's absence, you should make an appointment to discuss this with the Head Teacher. If your child is absent from school and this absence is not for illness, or has not been agreed with the school in advance, this will be classified as an unauthorised absence and you may be fined or legal action taken against you by the Local Authority. All leave of absence is tracked – records appear in the school register and also on the child's report.

Child's Name:

Proposed absence: from (1st day of absence)

to (last day of absence)

Reason for absence:

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Parent or Guardian

Name: Signature:

Head Teacher's Comments

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Date: Signature: (Mr R McKelvey)