



# Caedmon Primary School

Attlee Road, Grangetown, Middlesbrough, TS6 7NA

Tel: 01642 453187

Email: school@caedmon.rac.sch.uk

Headteacher: Mr S. McLean

## REQUEST FOR AUTHORISED ABSENCE

### NOTES TO PARENT/CARERS

The law does not grant parents an automatic right to take their child out of school for holidays during term time.

Amendments to the Education (Pupil Registration) (England) Regulation 2006 make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Any unauthorised absence could lead to formal attendance procedures being implemented and parents being fined or prosecuted.

If you feel that there are exceptional circumstances for your application for holiday leave please provide information below. We will request evidence to enable authorisation.

---

---

---

---

I would like to request permission for my child(ren) to be authorised as being absent from school

To be completed by school  
Current %

Names of child(ren) \_\_\_\_\_ Class \_\_\_\_\_  
\_\_\_\_\_ Class \_\_\_\_\_  
\_\_\_\_\_ Class \_\_\_\_\_  
\_\_\_\_\_ Class \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of absence: From: \_\_\_\_\_ to \_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Carer) Date \_\_\_\_\_

### TO BE COMPLETED BY THE SCHOOL

Name of child(ren): \_\_\_\_\_

- Due to exceptional circumstances I agree to \_\_ days being granted as authorised absence.
- I am unable to authorise your request for absence. Should you choose to take unauthorised absence, formal attendance procedures may be implemented and you may incur a fine or be prosecuted.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Visit us: [www.caedmonprimaryschool.co.uk](http://www.caedmonprimaryschool.co.uk)

Follow us on Twitter: @CaedmonPS





# Caedmon Primary School

Attlee Road, Grangetown, Middlesbrough, TS6 7NA

**Tel:** 01642 453187

**Email:** [school@caedmon.rac.sch.uk](mailto:school@caedmon.rac.sch.uk)

**Headteacher:** Mr S. McLean



Visit us: [www.caedmonprimaryschool.co.uk](http://www.caedmonprimaryschool.co.uk)

Follow us on Twitter: @CaedmonPS

