



Ridgeway Farm CE Academy Absence Request Form

Name of Child:	
Date of Birth:	
Class:	
Date of first day of absence:	
Date of return to school:	
Number of days child will be absent:	
Known siblings and school(s) attending:	
Please explain the exceptional circumstances which have led to you applying for a leave of absence for your child. (Attach supporting information / continue on an additional page if required. <i>Example exceptional circumstances below</i> *.)	
Signed:	Date:
Name:	Relationship to child:



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For school use	
Name of Child:	
Class:	
Attendance %:	
Total sessions pupil absent this academic year:	
Total unauthorised absence this year:	
	Absence Authorised / Unauthorised*
Date	
Signed	

* The local governing body for both schools have defined 'exceptional reasons' as follows:-

- Absence due to bereavement of close family / friend of the family
- A family wedding or other celebration – in the UK a maximum of 3 days would be authorised allowing for traveling to and from the event. Up to 5 days would be authorised if the event took place outside the UK but within Europe. Up to 10 days would be authorised if the event took place outside Europe.
- A significant religious event
- A family crisis, when a family would benefit from time together
- When a parent is a member of the armed forces and is prevented from taking holiday during school holidays
- When holiday dates do not coincide with holiday dates in state & academy schools where siblings attend.

Absence will not be granted:-

- Due to availability of cheaper holidays during term time as opposed to the school holiday period
- To extend a holiday beyond or before school holiday dates
- During Y6 SATS & the Y1 Phonics test (including Y2 pupils who are retaking this assessment). The dates of these assessments are published annually. A family crisis, bereavement or illness would be the only reasons that would be considered for an absence during this period.
- To parents who request the similar period of absence annually