



# Coopersale Hall School

## Application Form for Authorised Absence from School

This form should be completed by a parent/guardian and returned to the school in advance of the period of absence for which permission is being sought.

Under educational law, you are required to ensure that your child attends school regularly. Parents may request absence for pupils from school due to a family holiday but it is for the school to agree to this extraordinary period of leave during term time. The school may authorise absence for this purpose if it is considered strictly necessary.

Before completing this Application Form, please consider very seriously how this absence will affect your child's education – for example, the effect on his/her progress and continuity of education and the overall attendance pattern of the pupil.

Pupil's Name		Pupil's Form	
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### **PARENT/GUARDIAN** - Please complete the details below

I request permission for my son/daughter to be absent from school for the period	From		To
Total number of days requested			
Reason for absence			
Proposed date of return to school			
<b>Signature of Parent/Guardian</b>		<b>Date</b>	

### **TEACHER/HEADMISTRESS** - Please complete the details below

Class teacher's Comments			
Request granted by Headmistress	Yes		No
<b>Signature of Headmistress</b>		<b>Date</b>	

**Parents and pupils should recognise the importance of completing work missed as a result of this period of absence**