

Contact details whilst abroad/absent from school

If your child is being taken out of school during the term time and the details of their location is not provided, this could turn into a serious safeguarding issue. When a child is absent or missing from school, they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If the Parent/Carer fails to provide required information then the school may make a referral to the International Police and International Social Services as a 'missing child'.

Address whilst away: _____

Telephone number whilst away: _____

Email address whilst away _____

Please attach proof of where you will be whilst away

I make application for my child named over the page to have authorised absence from school. I understand that if this is not agreed then any subsequent absence will be treated as unauthorised and this could lead to a fixed penalty notice or a summons to court for irregular school attendance.

I have read and understood the guidance above.

Parent* 1: Title _____ Full Name _____ Tel: _____

Relationship to child: _____ Signature: _____ Date: _____

Parent 2: Title _____ Full Name _____ Tel: _____

Relationship to child: _____ Signature: _____ Date: _____

*This is defined as any adult with legal parental responsibility for a child.

SCHOOL OFFICE TO COMPLETE THIS SECTION

Current Attendance: _____ %	Supporting documents requested:
Days off Sick: _____ Leave of absence taken: _____	Date: _____ By: _____
Other Absences: _____	Received: _____
Code: _____	Date entered: _____
Reply sent: _____	Signed: _____

**PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE.
WHERE POSSIBLE YOU SHOULD GIVE AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE.**