



Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. The Local Education Authority expects all parents/guardians to ensure that their child attends whenever possible. If you wish your child to be absent from school, please complete this form and return it to school at least two weeks before the requested date of absence. Thank you.

PARENTS SECTION TO COMPLETE				
Name of pupil /s		School	Date of Birth	Class
		Faringdon Infant School		
		Faringdon Junior School		
		Faringdon Community College		
Do you have children at Faringdon Infant School?		YES/NO		
Do you have children at Faringdon Community College?		YES/NO		
Home Address				
Exceptional circumstances will be considered in all cases.		Please explain fully your exceptional circumstances for requiring absence in term time. It is for the headteacher to decide on what might constitute exceptional circumstances and each request for a term-time absence will be considered on an individual basis.		
Length of Absence (in school days)		Destination		
Date of departure		Date of return to school		
Parents/Guardians signature		Parents/Guardians name		
SCHOOL SECTION TO COMPLETE				
Date of meeting/discussion / letter with parents		Absence approved?	Yes	No
Number of previous applications				
Year		Duration of absence		
Year		Duration of absence		
Year		Duration of absence		
Headteacher's signature				