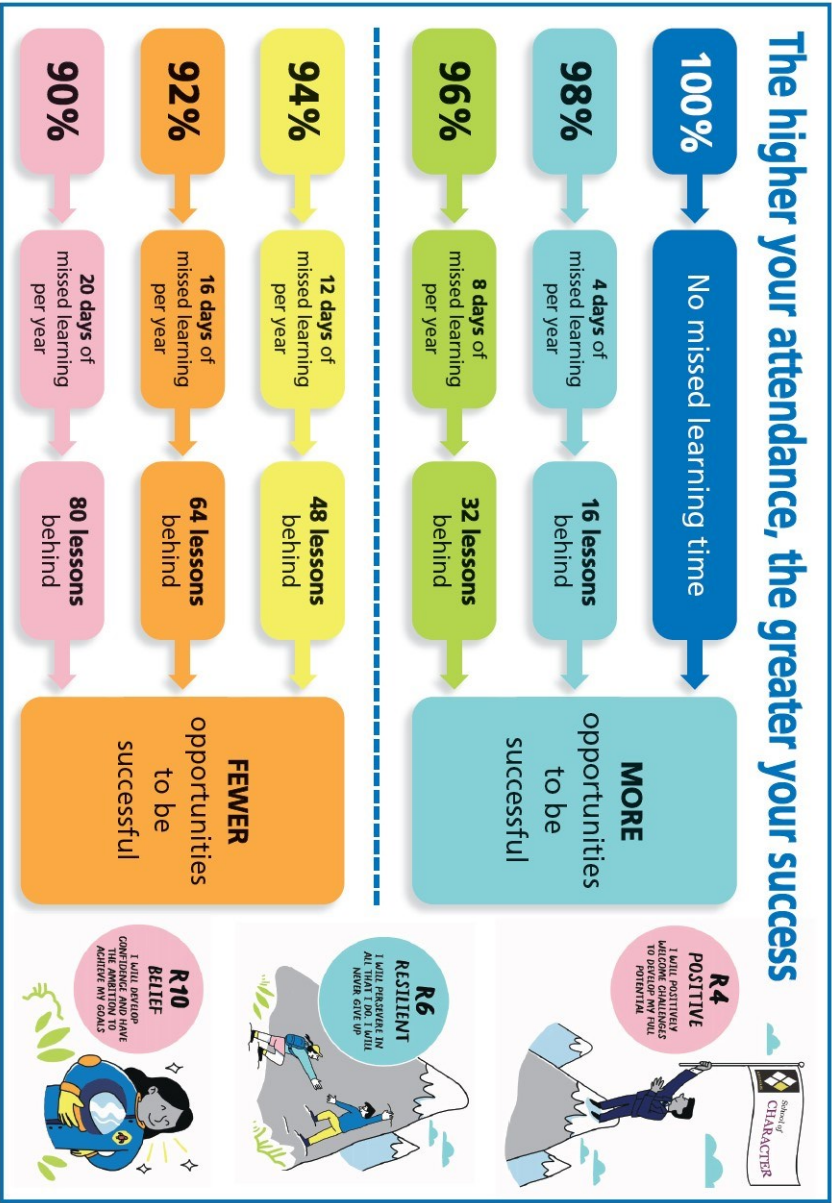


Exceptional circumstances for seeking absence during school time continued:



**The Regis School**  
The best in everyone™  
Part of United Learning

- Please hand this form into Reception.
- If in an envelope, please write on it REQUEST FOR ABSENCE FROM LEARNING.

REQUEST FOR CONSIDERATION OF AUTHORISATION OF ABSENCE FROM LEARNING DURING SCHOOL TIME.

Article 28 UNCRC:  
Every child has a right to an education.



## REQUEST FOR AUTHORISATION OF ABSENCE FROM LEARNING DURING TERM TIME

Before you make this application for absence from school please note the following

1. In most circumstances your request will not be authorised in term time unless there are **EXCEPTIONAL CIRCUMSTANCES**.
2. When a pupil has accrued 10 recorded unauthorised absences in a 10 week period a referral can be submitted. This includes holidays taken in term time without the agreement of the school (G Code), arrived late to school after register has closed (U) code, any absence marked in the register as unauthorised (O).
3. Parents/carers were informed of the change to the Education Welfare Service's policy regarding Fixed Penalty Notices in July 2024 and changes to the Government expectations from 19th August 2024.
4. Medical evidence of any GP, dental, hospital or other appointments **MUST** be shown and notice given in advance of the appointment unless an emergency appointment is made. Email [attendancedesk@theregisschool.co.uk](mailto:attendancedesk@theregisschool.co.uk)

**Morning Register closes at 9am**      **Afternoon register closes at 2.15pm**  
Please ensure if your child has a medical appointment they are in school before the appointment and return after. Students late to school will receive a M code as authorised

FOR SCHOOL USE ONLY: Use Absence code C G U J1 M O P R T V W

Parent / Carer Please tick below and bring evidence		School Only to complete		FPN:	Y	N
Medical Appointment		Dates and Times				
Dental Appointment		Evidence Seen				
Holiday		Number of days:				
Other		WSAL Approval				

## REQUEST FOR AUTHORISATION OF ABSENCE FROM LEARNING DURING TERM TIME

TO: THE REGIS SCHOOL

Name of Student:

Mentor Group:

Year Group:

House:

Current Attendance:

Names of brothers/sisters and the school they attend:

Name:

School:

Name:

School:

Name:

School:

First date

of absence:

Date returning

to school:

Total number of school days of absence being requested:

Exceptional circumstances for seeking absence during school time:

Detailed information as to why this absence from learning cannot be taken in the 175 non-school days must be given or requests will not be authorised.

Please continue overleaf:

Parent/Carer  
signature:

Date: