

# HAGLEY PRIMARY SCHOOL



## PLANNED ABSENCE REQUEST/S

Name of Pupil(s)	
Class Name(s)	
Absence Request Start Date	
Absence Request End Date	
Return to School Date	
The <u>exceptional</u> circumstances and reason for this request are:	
Signature of 1 <sup>st</sup> Parent/Carer	
Print Name	
Date	
Signature of 2 <sup>nd</sup> Parent/Carer	
Print Name	
Date	

Please return the completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.

**PLEASE NOTE:** As a School we are asked to inform you that, in line with Worcestershire County Council Policy, unauthorised absence may be subject to a penalty notice fine of £60 payable per parent, per child, where children have 6 days or more of unauthorised absence in twelve consecutive weeks. Our key priority as a School is to ensure that children reach their full potential.