

Tarleton Academy

Application for Absence from School

Pupils attend school for a maximum of 190 days each academic year and regular attendance is vital for your child's educational progress. Tarleton Academy expects that all parents/carers ensure their children attend school whenever possible as absence during school time hinders progress.

If you wish your child to be absent from school, please complete the form below and return to school at least two weeks before your intended departure date. Forms can be posted to school, or emailed to attendance@tarletonhigh.lancs.sch.uk

For requests of more than 10 school days, the school may contact you to discuss your application.

PARENTS SECTION

Surname of child First name
Date of birth Form group
Name of parent/carer Relationship to child

Home address including postcode

Reason for request

Number of schooldays requested Destination

Date of departure Date due back in school

I take full responsibility for my son/daughter's absence from school. I accept this absence may impact on progress and I will ensure that he/she completes any work that has been missed.

Parent/carer's signature

SCHOOL SECTION

Attendance

Targets

Authorised