**Absence Request**

The Government has made it clear that Headteachers no longer have the discretion to authorise term time absence unless it is due to exceptional circumstances. It is a legal requirement that children attend school. Absence from school disrupts learning and may cause them to fall behind in their learning. Please be aware that financial considerations are not deemed as exceptional circumstances.

If you would like to make a request for authorised absence, please complete this form and submit with as much notice as possible, ideally 14 days minimum, either by email: admin@mhs.school or on paper direct to the Headteacher’s Office. The Headteacher will then review your request. If a request is not approved and your child is removed from school, you may be liable for a fine from the Local Authority for unauthorised absence.

Thank you for your cooperation.

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| **Name of student** | **Form** | **Date of request** |
| **Requested by** | **Relationship to student** |
| **Signature of parent / carer** |  |
| **Dates absence is requested****From:** **To:**  |  |
| **Reason for request** |
| **Funeral - Date:** | **Relationship to Student** |
| **Wedding - Date:** | **Relationship to Student** |
| **Other - please give details including the reason, place, time of appointment and time needed for travel, etc.** |
| **To be completed by Middlewich High School** | **Authorised / date** |
| **To be completed by Middlewich High School** | **Not authorised / date** |