

## St. Augustine's Absence Form

Please remember that absences now come under two categories :

**Authorised absence** is when the school has given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence.

**Unauthorised absence** is when a pupil is away from school, or when a pupil is late after the register has closed, without permission from an authorised person.

It is the responsibility of the parent or guardian to give a reason for absence.  
It is the responsibility of the headteacher to decide on the category of absence.

Name of child: \_\_\_\_\_ Date of absence: \_\_\_\_\_

Year Group: \_\_\_\_\_

Please identify the following reason for the absence of the child

### Authorised

|  |                                                   |
|--|---------------------------------------------------|
|  | Sickness                                          |
|  | Unavoidable medical/dental appointments           |
|  | Day of religious observance                       |
|  | Exceptional family circumstances (eg bereavement) |
|  | Approved sporting activity                        |
|  | Music examination                                 |
|  | School entrance examinations                      |

### Unauthorised

|  |                                                                                        |
|--|----------------------------------------------------------------------------------------|
|  | Frequent absences attributed to minor ailments but not supported with medical evidence |
|  | Looking after the house                                                                |
|  | Looking after siblings or sick parents                                                 |
|  | Shopping during school hours                                                           |
|  | Birthdays                                                                              |
|  | Day Trips                                                                              |
|  | Holidays (not agreed by the school)                                                    |

### Other reasons

Signed .....

Date .....

Authorised

Unauthorised