



Application for reasonable adjustment

If your child has been away from school for one of the reasons stated below and you would like them to still be considered for a gold, silver or bronze attendance award, please complete this form, and certify the content.

Name of child: _____

Class: _____

Parent/carer name and phone number:

Criteria for reasonable adjustment

- *Your child has had a childhood infectious disease (such as chicken pox, measles, scarlet fever etc) and could not attend school.*
- *Your child was unfit to attend school and this has been verified by your GP.*
- *Your child has had an accident where a hospital/GP has stated they are unable to attend school.*
- *Your child has been admitted to hospital.*

Please note: It is important that in all cases that you contact the school on the first day of illness and offer verification of the illness/ accident/admission.

Please write your reasons for consideration below, with dates of absence included:

Please tell us which (if any) evidence you are providing to support this application:

Terms and conditions:

1. No more than 2 applications per term (except in exceptional circumstances).
2. All applications will be considered on a case by case basis.
3. Completion of this form does not guarantee an adjustment.
4. In any circumstance actual absence statistics cannot be changed, this form is only for attendance awards consideration.
5. All applications will receive a response.

I certify that the information I have given in this form is correct and true. I understand that providing the school with false information will not be tolerated.

Signed by _____ (parent/carer) Date _____