



# ABSENCE REQUEST FORM

I wish to apply for  
(Names of children)

\_\_\_\_\_ CLASS \_\_\_\_\_

\_\_\_\_\_ CLASS \_\_\_\_\_

\_\_\_\_\_ CLASS \_\_\_\_\_

To be given permission to be absent from school from .....to.....

Reason for absence request during term time including **exceptional circumstances** and details of why the absence must be taken in term time:

It is the responsibility of the parent/carer to demonstrate the exceptional circumstance on this form and include all evidence at the time of request – Holidays in term time are not considered an exceptional circumstance without significant evidence proving what the exceptional circumstance is.

I understand that the absence request may not be granted by the School and that if my child is absent from school without authorisation, I may be subject to a Penalty Notice of £60 per parent, per child from the Local Authority and/or prosecution. I confirm I have read the Schools Attendance Policy.

**'Warning: If we refuse your request and the child is taken out of school this will be recorded as an unauthorised absence. If your child has at least 10 unauthorised absences within a 6 month period you may be liable to a Penalty Notice for each child, payable by each parent/carer, and/or the subject of court proceedings which could result in a fine of up to £2500.'**

**Please note: only one Penalty Notice will be issued in any two year period. This means that if a Penalty Notice is paid, and the child accumulates a further 10 sessions of unauthorised absence (5 school days). This will result in the parent/carer receiving a summons to court for an offence contrary to s444 Education Act. The matter cannot be dealt with by way of a further Penalty Notice being issued.**

I understand that the decision made by the School is final and there shall be no right of appeal against this decision

Signature of parent/carer \_\_\_\_\_ Date \_\_\_\_\_

NB  
If you do not receive confirmation that the absence has been authorised, within 10 days please contact the School

.....**Office Use Only**.....

- The above named child(ren) will be **authorised** as being absent  
On and between \_\_\_\_\_ to \_\_\_\_\_
- The above named child(ren) will **not be authorised** as being absent  
On and between \_\_\_\_\_ to \_\_\_\_\_

**UNAUTHORISED** – The school/college **does not authorise** your request for leave of absence in term time for the following reasons:

(ie .....is not considered to be an exceptional circumstance)

Signed \_\_\_\_\_ HeadTeacher Date \_\_\_\_\_