



**REQUEST FOR ABSENCE DURING TERM TIME**

**PLEASE REMEMBER**

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. Absence during term time will only be authorised under exceptional circumstances and may be subject to a Penalty Notice fine. Please read our Attendance Procedures for further details.

Child's Name ..... Class .....

Dates from ..... to .....

Number of days requested .....

This absence must be in term time because :

.....  
.....

I understand that if this absence request is not authorised, I may be subject to a Penalty Notice fine.

Signed ..... (parent/carer)      Date .....

**This form must be returned to school no less than 2 weeks before the planned absence.  
You may be asked to meet with the Headteacher or another member of staff.**

**TO BE COMPLETED BY THE SCHOOL**

Child: ..... Class .....

Child's attendance: .....%      Holiday already taken..... Sessions

**Leave of absence authorised** between ..... and .....

Please ensure that your child returns to school promptly following the absence as failure to do so will result in unauthorised absence.

**Leave of absence refused.**

Any absence from school between ..... and ..... will be marked as unauthorised and referred to the Education Welfare Service who may issue a Penalty Notice of up to £120.

**Reason:**

Signed ..... (Headteacher)      Date .....



## REQUEST FOR ABSENCE GUIDANCE

### Requests for Term-time Absence

- a. i) Parents should not normally take pupils out of school in term time, including taking term-time holidays. Parents must apply for the leave at least two weeks in advance of taking it, otherwise it will definitely not be authorised. Each request for absence should be considered individually, taking account of:
  - o the age of the child;
  - o the time of year proposed for the trip;
  - o the overall attendance pattern of the pupil;
  - o the child's stage of education and progress;
  - o and whether circumstances warrant it.
- ii) Absence will not be authorised during key assessment times (normally May / June) or key settling in and transition times (September).
- iii) School can invite parents to discuss any proposed absence in term time.
- iv) Absences of greater than 5 days within any one academic year will always be classified as unauthorised and parents will be informed accordingly. Term time absences will not be granted if it will bring the child's overall attendance below 95%. The granting of term-time absence is always at the Headteacher's discretion and the outcome of any request will vary from one situation to another.
- v) Absence will be marked as unauthorised if:
  - o No explanation is forthcoming;
  - o The school is dissatisfied with the explanation;
  - o The pupil is absent for unexceptional special occasions (e.g. a birthday);
  - o The pupil is on a family holiday without permission or if the parents have failed to apply for permission in advance of the holiday;
  - o Sufficient notice has not been given.
- b. Requests for term-time absence will only be authorised in exceptional circumstances: these might include forces personnel on leave from foreign duties, parents' employment restrictions, significant family events or cultural or religious requirements. It may be necessary to ask for further information or employer confirmation of restricted annual leave in some circumstances. Authorisation will always be at the discretion of the Headteacher.
- c. Valid reasons for absence do not include: price / booked by others / already booked. Absence requests must be made BEFORE booking and with at least 2 weeks' notice.
- d. Parents of children with more than 10 sessions unauthorised (one day is two sessions), for holiday or any other reason, will be subject to a Penalty Notice of £60 per parent per child rising to £120 if not paid within the first 21 days. The school does not like having to use these but will not hesitate to do so in order to encourage good attendance.