



REQUEST FOR ABSENCE DURING TERM TIME

Parents/ carers who wish to request permission for their child to be absent from school must complete this form. Before completing the form, please read these notes carefully:

- **THE LAW STATES THAT YOU DO NOT HAVE THE RIGHT TO TAKE YOUR CHILD OUT OF SCHOOL DURING TERM TIME. THE LOCAL AUTHORITY WORKS WITH SCHOOLS TO REDUCE THE NUMBERS OF CHILDREN MISSING SCHOOL BECAUSE OF HOLIDAYS TAKEN IN TERM TIME AND SCHOOLS CAN REFUSE YOUR REQUEST TO TAKE YOUR CHILD OUT OF SCHOOL.**

Please visit www.education.gov.uk for more information.

The Head Teacher may only authorise an absence due to EXCEPTIONAL CIRCUMSTANCES. You must complete this form explaining what these circumstances are. The Head Teacher will then decide if the request can be authorised and how many days a child can be absent from school during term time.

Child's name Class

**Please explain the reason for your request. What are the exceptional circumstances?
(use a separate sheet if necessary)**

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Dates of absence from to

Number of school days absent:

- **If your workplace only allows you to take holidays at specific times you will need to provide a letter from your employer on their headed paper confirming this and submit it with the Request for Absence form.**
- There are certain times of the year when a child may experience particular problems because of missing school. These include examination periods and at the start of a new school term. In deciding whether to authorise your child's absence the school will take these and other factors into account.
- **If the school refuses your application and you still take your child out of school the absence will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance.**
- If your child does not return to school after two weeks (10 school days) then your child is at risk of losing their school place, and this could result in your child having to find an alternative school on their return. You will need to re-apply for a school place through the BACS system and these forms are available from the Schools Admissions Department at Northgate House. If you are then successful in obtaining a school place you will be required to attend a back to school meeting with the Head Teacher before your child is re-admitted to school.

This form must be returned to school at least 2 weeks before the dates requested. If the dates you are applying for are within the first 2 weeks of returning from a school holiday, please ensure that the form is returned at least 2 weeks BEFORE the school holiday.

I have read and understood the conditions above:

Parent / Carer signature Date

Office use only: SIMS

Absence Authorised / Unauthorised

Child's name

Class

Absence Authorised / Not authorised

Signed Head Teacher

Date

Head Teacher's comment if applicable, as to why the absence has been refused:

- Your child's attendance was below 96% in the last/current academic year.
- Your child's holiday request is during National Tests Week (eg: Phonics / SATS.)
- Your child's holiday request is during an intensive support tuition period.
- This does not meet the criteria for Exceptional Circumstances.
- The completed request form was not received 2 weeks before the absence request.
- Your child has been funded to have additional interventions to support their learning.