

Absence Request Form

(You are not required to use this form for medical, sporting/performance or emergency absences)

The Government has also made it clear that parents should not take their children on holidays in term time and **there is no legal right to do so**. Absences during term time will not be sanctioned routinely because the effect of such absences is damaging both for pupils and staff. Even when the requested leave may constitute "exceptional" circumstances, attention will be given to current attendance and previous applications for leave. Please note that staff will not be able to set or mark work for students taking holiday leave.

Parents/carers applying for their child to have leave from school should complete this form and return it to school for authorisation well in advance and no less than 3 weeks (15 working days) before the requested date.

Name of pupil/student:			
Year and Form Class:		Date of birth:	
Name of Parent / Carer:			
Occupation of Parent / Carer:			
Address of Parent / Carer:			
Telephone Number(s):			
Dates requested:		Total number of school days:	
Name of sibling(s):		School(s):	
Reason requesting time off during term time: (please have due regard to the absence policy of the school)			
Did your child have leave of absence during term-time in the previous school year?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature of Parent / Carer:		Date:	

DfE National Framework for Penalty Notices (with effect from 19th August 2024)
 A Penalty Notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The 10 school week period can span different terms or school years.
First Offence: £160 per parent, per child if paid within 28 days or reduced to £80 per parent, per child if paid within 21 days.
Second Offence (within three years): £160 per parent, per child to be paid within 28 days.
Third Offence and Any Further Offences (within three years): The third time an offence is committed a Penalty Notice will not be issued and the case could be presented straight to the Magistrate’s Court. Prosecution can result in Criminal records and fines of up to £2,500. Cases found guilty in Magistrates’ Court may show on the parent’s future DBS certificate due to ‘failure to safeguard a child’s education’.

Once completed please return this form to the school by hand, post or by email

For school use only:

Attendance Details:	Total sessions (half-days) of absence this year:		Request Authorised:	YES
Current Attendance %:	Total sessions of unauthorised absence this year:			NO
Reasons for Decision:				
Referral to Attendance Service:		Date:		
Headteacher/Senior Leader signature:				

