

Request For Absence

Please be aware that the Government guidelines for the authorisation of absence from school during term time have changed.

Name of School:		
Parents do not have the right to take their child out of school during term time. Government guidelines state that head teachers may not grant any leave of absence during term time, unless there are exceptional circumstances. However if you feel you still need to apply for permission for your child to be absent from school you must complete this form and return it to school for authorisation. Absences other than illnesses, medical appointments or exceptional circumstances will be deemed as unauthorised. If you fail to gain the school permission you risk receiving a penalty notice.		
Parents Section		
Surname of Child	First Name	
Date of Birth	Year Group	
Surname of Parent/ Guardian	Forename of Parent/ Guardian	
Address of Child		
Telephone Number of Parent/ Guardian		
Reason For Absence in term time. <u>The reason must be exceptional.</u>		
Length of Absence	From (Date)	To (Date)
Signature of Parent/ Guardian		
School Section		
Information to consider about the child's request for absence	Is this deemed to be exceptional circumstances? <u>(if not the holiday request must be declined)</u>	Yes / No
	Would they miss any national tests or examinations?	Yes / No
	Is their attendance already below 95% or a previously agreed individual target?	Yes / No
Authorised by Head Teacher		Date

Please be aware that you may be requested to come into school to discuss your need for absence.