

# Request for Absence during Term Time



Please note: Requests for holidays in term time will only be authorised in exceptional circumstances.  
For any absence, you may be asked to supply further supporting documents.

Parent/Guardian Name and Address	Guidance										
	<ul style="list-style-type: none"> <li>▪ Following Government legislation, we are unable to authorise requests for holidays during term time.</li> <li>▪ A referral will be made to the Education Welfare Service and you may be issued with a Fixed Penalty Notice or prosecuted in a Magistrates Court if an unauthorised holiday is taken.</li> </ul>										
<b>How to use this form</b>	<ul style="list-style-type: none"> <li>▪ <b>Please be advised that leave of absence in term time is not a right and will only be granted under exceptional circumstances.</b></li> <li>▪ Each case is considered individually; however, leave will not usually be granted if your child already has low attendance or if the leave coincides with important examinations. Therefore, no absence of any kind will be authorised for Year 2 and 6 from the beginning of the Spring Term until the National Curriculum Tests in early May.</li> </ul>										
<ul style="list-style-type: none"> <li>▪ Use for all absences other than sickness.</li> <li>▪ <b>Return form to school in <u>advance</u> of requested absence otherwise the absence will automatically be unauthorised.</b></li> <li>▪ Use a separate form for each child and each absence.</li> </ul>											
<b>PARENT/GUARDIAN TO COMPLETE THIS SECTION</b>											
Name of Child:	Class:										
Is this the first request for absence this academic year? <span style="float: right;">YES / NO</span>											
Dates of absence requested: Start date: _____ End date: _____	No. of school days requested:										
Reason for absence:											
<p>Please provide the names of all siblings that attend any other schools</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Name of Sibling</th> <th style="width: 50%; text-align: left;">Name of School</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Name of Sibling	Name of School	_____	_____	_____	_____	_____	_____	_____	_____
Name of Sibling	Name of School										
_____	_____										
_____	_____										
_____	_____										
_____	_____										

**Contact details whilst abroad/absent from school**

If your child is being taken out of school during the term time and the details of their location is not provided, this could turn into a serious safeguarding issue. When a child is absent or missing from school, they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If the Parent/Carer fails to provide required information then the school may make a referral to the International Police and International Social Services as a 'missing child'.

Address whilst away: \_\_\_\_\_

Telephone number whilst away: \_\_\_\_\_

Email address whilst away \_\_\_\_\_

**Please attach proof of where you will be whilst away**

I make application for my child named over the page to have authorised absence from school. I understand that if this is not agreed then any subsequent absence will be treated as unauthorised and this could lead to a penalty notice or a summons to court for irregular school attendance.

I have read and understood the guidance above.

Parent\* 1: Title \_\_\_\_\_ Full Name \_\_\_\_\_ Tel: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent 2: Title \_\_\_\_\_ Full Name \_\_\_\_\_ Tel: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*This is defined as any adult with legal parental responsibility for a child.

<b>SCHOOL OFFICE TO COMPLETE THIS SECTION</b>	
---	--

Current Attendance: _____ %	Supporting documents requested:
Days off Sick: _____	Date: _____ By: _____
Leave of absence previously taken or other absences: _____	Received: _____
Code: _____	Date entered: _____
Reply sent: _____	Signed: _____

**PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE.**