Absence Request Form

If considering requesting term time leave please remember:

- Parents do not have an automatic right to withdraw a child from school for a holiday you must apply for permission **in advance** to the school.
- Absences which have not been agreed will be marked as unauthorised absence.
- A holiday during term time will only be authorised is there are exceptional circumstances.
- **Following 3+ days of unauthorised absence** parents may be invited to attend a meeting in school to put together an Attendance Support Plan, with the aim to prevent further unauthorised absences.
- A Fixed Penalty Notice Warning letter may be issued at 5 days unauthorised absence, with the Fixed Penalty Notice being issued at 10 days unauthorised absence.

Name of Pupil:..... Class:.....

I would like to request permission for leave for the above pupil for the period:

.....

Number of school days absent: .....

Reason for term time leave request:.....

.....

The above pupil should return to school on: .....

Name of Parent/Guardian (Print):..... Signature:.....

Relationship to child:.....Date:.....

School Response

Dear Parent

I have received the above request for term time leave. My primary concern has to be the educational development of individual pupils. Requests for term time leave are never taken lightly. In making decisions I consider the overall level of attendance, academic attainment, any exceptional circumstances and the impact any leave may have on assessments. Each application will be considered individually.

Please note it is policy that NO term time leave is granted for family holidays, unless there are exceptional circumstances. **If you proceed to take your child out of school without authorisation you may incur a Fixed Penalty Warning/Notice.**

On this occasion the requested permission for absence from school is:

Authorised / Unauthorised

Reason:

☐ Attendance % of previous academic year ☐ Attendance % in current academic year

☐ Period within current academic year ☐ Impact on attainment ☐ Assessment period

☐ Exceptional circumstances

☐ Other reason .....

.....

Signature of Headteacher: .....Date:.....

School Note: A copy of this form should be returned to parents and the original form must be kept on record.