



REQUEST FOR STUDENT ABSENCE FROM SCHOOL FORM

Please note that this form must be received by the Headteacher 4 weeks in advance of the proposed absence

Student's full name	Tutor Group.....	Year Group.....
Student's address		
Parent/Carer 1 – Full name	Contact number.....	
Parent/Carer 2 – Full name	Contact number	
Absence dates requested	Number of school days.....	
Reason for absence request (Please provide full details)		
.....		
.....		
.....		
.....		

HOLIDAYS IN TERM TIME

Parents/carers do not have a legal right to take children out of school on holiday. Each application is considered individually by the Headteacher, taking into account the following factors:

- Purpose of holiday
- The number of days your child will be absent from school
- The reason for taking holidays out of term time
- Your child's current attendance record
- The impact the requested absence would have on your child's education
- The time of year e.g. will this absence be taken in an exam period?

Permission for a holiday during term-time must be requested in advance of booking.

PENALTY NOTICE

Penalty notices may be issued:

- If parents/carers have not sought permission from the Headteacher before taking their child out of school for a holiday in term-time
- If the Headteacher has refused the request but the absence occurs anyway
- If the pupil has not returned to school by the agreed date with no satisfactory explanation
- **AND**
- Where the absence has been recorded by the school as unauthorised in the attendance register on at least 10 sessions (5 school days) during the current term

Penalty notices will not be issued for term-time holiday unauthorised absences of less than 5 days unless there has been a previous offence, in the previous 2 years, by the same parents.

The Penalty Notice is for £50, for each parent of each child, if paid within 28 days, and £100 if paid after this date within 42 days.

FOR OFFICE USE ONLY

Current attendance record	
Number of school days requested	
Exam period Y/N	
Parent/Carer contacted	
Authorised/Declined by Headteacher Y/N	
Reason authorised/declined	
Authorised/decline letter issued	
HOC/Form Tutor advised	
Attendance Officer advised	