



ABSENCE REQUEST FORM (exceptional circumstances only)

To: *The Principal / HeadTeacher of*

I wish to apply to have an 'avoidable' absence authorised, for:

Child's name Class/Year

Child's name Class/Year

Date from date to(inclusive)

Name of Parent(s)/Carer(s):

Address:

Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.

Signature of Parent(s)/Carer(s)
.....

Office use only			<input type="checkbox"/> Absence authorised Code ____
Date form received	No of school days absence requested	% Attendance	<input type="checkbox"/> Absence unauthorised
			Signed _____ Headteacher

This portion to be returned to parents/carers

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Local Authority if your child's attendance drops below a level that the school deems acceptable,

Pupil(s) name(s).....

Class/Year.....

Absence authorised fromto

(Inclusive)

Absence unauthorised current attendance % as of/...../20.....

Signed(HeadTeacher)

Date.....

NOTES TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactory up to the date covered by this request.

Warning: If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months.