

OFFICIAL USE ONLY:

Authorised/Unauthorised	
Absence code	
Arbor	
Returned to Parents	
Liabile for FPN	



ABSENCE REQUEST FORM (INCLUDING HOLIDAYS DURING TERM TIME)

Regular and consistent attendance at school is essential. Absence and lateness disrupt a child’s education. The law does not grant parents an automatic right to take their child out of school during term time. By law you must request permission from the Headteacher for your child to miss school for any reason.

This form must be completed for any form of absence (with the exception of medical and dental appointments) and submitted for authorisation at least 10 days before the proposed absence and before any holiday is booked.

WARNING: If your request is refused and the child is still taken out of school, this will be an **unauthorised absence** and this could result in a fine being issued to each parent for each child.

I/We request of the Headteacher and Local Advisers that leave of absence be granted to

Child’s name Class

Child’s name Class

to be authorised as being absent from school from..... to inclusive

Total Number of days:

REASON FOR REQUEST FOR ABSENCE DURING TERM TIME:

EXCEPTIONAL CIRCUMSTANCES WHICH MEAN THAT THE ABSENCE CANNOT BE TAKEN DURING A SCHOOL HOLIDAY:

Signature of Parent/CarerDate

REPLY SLIP - LEAVE OF ABSENCE DURING TERM TIME

Current Attendance:
Unauthorised absence:

AUTHORISED absence on the specified dates for a total of days

Limited Authorised Absence – Authorised for days ONLY from ___/___/___ to ___/___/___
(remaining days UNAUTHORISED)

UNAUTHORISED - Request for leave in term time not authorised for the following reason:

WARNING: If your request is refused and your child is still taken out of school as **unauthorised absence** each parent could be liable to a fixed penalty notice (fine) each child. **Y/N**

SIGNED Head Teacher Date