Appendix E Absence Request Form

The Government has made it clear that parents should not take their children on holiday in term time and **there is no legal right to do so**. Absences during term time will not be sanctioned routinely because the effect of such absences is damaging both for pupils and staff. Even when the requested leave may constitute "exceptional" circumstances, attention will be given to current attendance and previous applications for leave. Please note that staff will not be able to set or mark work for students taking holiday leave.

Parents/carers applying for their child to have leave from school should complete this form and return it to school for authorisation well in advance and no less than 15 school days before the requested date.

Name of pupil:			
Year Group and Form Class:		Date of birth:	
Name of Parent/Carer completing this form:			
Occupation of Parent/Carer:			
Address of Parent/Carer:			
Telephone Number(s):			
First date of absence from school:		Date of **return** to school:	
If away before the first date of absence, please provide the date:		Total number of school days missed:	
Reason requesting time off during term time: *(please have due regard to the attendance policy)*			

Please inform us if you have a child **in another local school** as we will need to contact the school to discuss the absence request. Please note, we will need to share information about your child with the other school.

Name of child:		Year Group:		School:	
Name of child:		Year Group:		School:	

DfE National Framework for Penalty Notices

A Penalty Notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The 10-school week period can span different terms or school years.

First Offence: *£160 per parent, per child if paid within 28 days or reduced to £80 per parent, per child if paid within 21 days.*

Second Offence (within three years): *£160 per parent, per child to be paid within 28 days.*

Third Offence and Any Further Offences (within three years): *The third time an offence is committed a Penalty Notice will not be issued and the case could be presented straight to the Magistrate's Court. Prosecution can result in Criminal records and fines of up to £2,500. Cases found guilty in Magistrates' Court may show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.*

I understand that the school may request a Penalty Notice is issued if the absence is unauthorised.

Signature of Parent / Carer:		Date:	

For school use only:		Pupil Name:		Year Group:	
Current Attendance %:		Comments:		Unauthorised:	
Previous year attendance %:				Authorised:	
Communicated outcome to parent:		Letter / phone call / other	Date:	This request has been authorised for the following dates only:	
Signed by Principal:			Date:	From:	
Penalty Notice requested:			Date:	To:	