



Absence Request Form

**JOHN MILTON
ACADEMY TRUST**

(You are not required to use this form for medical, sporting/performance or emergency absences)

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 3 weeks (15 working days) before the requested date. Absences during term time will not be sanctioned routinely because the effect of such absences is damaging both for students and staff. The Government has also made it clear that parents should not take their children on holidays in term time and **there is no legal right to do so**. 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.

Name of pupil/student:			
Year and Form Class:		Date of birth:	
Name of Parent / Carer:			
Occupation of Parent / Carer:			
Address of Parent / Carer:			
Telephone Number(s):			
Dates requested:		Total number of school days:	
Name of sibling(s):		School(s):	
Reason requesting time off during term time: (please have due regard to the absence policy of the school)			
Did s/he have leave of absence during term-time in the previous school year?		Yes <input type="radio"/>	No <input type="radio"/>
Signature of Parent / Carer:		Date:	

If an absence is not authorised but is taken anyway, the case will be referred to the Attendance Service. The Local Authority will then issue a Penalty Notice for any unauthorised absence of seven or more sessions. This will apply whether the sessions are taken together or as separate absences over a period of time. This penalty must be paid in full and is £60 (per parent, per child) if paid within 21 days, doubling to £120 if paid within 28 days. If payment is not paid in full within 42 days of issue, the Local Authority may begin legal proceedings. This may lead to a fine of £1,000. All absences, authorised and unauthorised, are transferable between schools and remain on a student's records.*

(* please note that a session is either the morning session or the afternoon session. 1 day = 2 sessions)

Once completed, please return this form to Stowupland High School by post or email: attendance@stowuplandhighschool.co.uk

For school use only:

Attendance Details:	Total sessions (half-days) of absence this year:		Request Authorised:	YES
Current Attendance %:	Total sessions of unauthorised absence this year:			NO
Reasons for Decision:				
Referral to Attendance Service:		Date:		
Headteacher/Senior Leader signature:				



Bacton
Primary School



Cedars Park
Primary School



Mendlesham
Primary School



Stowupland
High School



The John Milton
Sixth Form
AT STOWUPLAND HIGH SCHOOL