

Absence Request Form

Child's Name: *if request is for more than one child please use a form for each child	
Year Group / Class	
Date(s) of requested absence	
Brief summary of reason for request (You will be asked to provide evidence of the reason for the request)	

Any request for absence may require you to attend an interview with a member of the school's Senior Leadership Team.

On signing this form, you understand that:

- The Headteacher will not authorise absence unless there are exceptional circumstances. Please refer to our Absence policy (published on the school website)
- If this request is unauthorised and you take your child out of school, you may receive a penalty notice
- If your child does not return to school on the agreed date, he or she may be taken off the school roll, and you will have to re-apply to re-admit your child. If the year group has become full, your child may lose his or her place

Please note if your request is refused and you still take your child out of school on these dates, a request will be made to Education Welfare Service for a Penalty Notice to be issued.

The first time a referral is made for a Penalty Notice for term time leave or irregular attendance, the amount would be £160 per parent per child if paid within 28 days, reduced to £80 per parent per child if paid within 21 days.

The second time a referral is made for a Penalty Notice, the amount would be £160 per parent per child, with no provision for reduction.

The third time a referral is made for a Penalty Notice for term time leave or irregular attendance, a Penalty Notice will not be issued and the case presented straight to Magistrates' Court.

Parent's Name	Signature	Date

Person receiving form	Signature	Date

For Office Use only:

Attendance & Punctuality	
Attendance level for the current academic year (%)	
Attendance level for the previous academic year (%)	
Punctuality – number of ‘Late’ marks	

Attainment & Progress for the current academic year		
Subject	Attainment	Progress
Reading		
Writing		
Mathematics		