



**REQUEST FOR ABSENCE DURING TERM TIME**

**PLEASE REMEMBER**

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. Absence during term time will only be authorised under exceptional circumstances and may be subject to a Penalty Notice fine. Please read our Attendance Procedures for further details.

Child's Name ..... Class .....

Dates from ..... to .....

Number of days requested .....

This absence must be in term time because :

.....  
.....

I understand that if this absence request is not authorised, I may be subject to a Penalty Notice fine.

Signed ..... (parent/carer) Date .....

**This form must be returned to school no less than 2 weeks before the planned absence.  
You may be asked to meet with the Headteacher or another member of staff.**

**TO BE COMPLETED BY THE SCHOOL**

Child: ..... Class .....

Child's attendance: .....% Holiday already taken: ..... Sessions

**Leave of absence authorised** between ..... and .....  
Please ensure that your child returns to school promptly following the absence as failure to do so will result in unauthorised absence.

**Leave of absence refused.**  
Any absence from school between ..... and ..... will be marked as unauthorised and referred to the Education Welfare Service who may issue a Penalty Notice of up to £160.

Signed ..... (Headteacher) Date .....