



# REQUEST FOR ABSENCE IN TERM TIME

Please use this form to request absence of a full school day or more for any reason.  
Before completing this request form, parents are asked to refer to the guidance notes on the back of this form. Completed forms should be returned to the office giving 4 weeks' notice of the absence.

If, having taken account of the guidance overleaf, you wish to request absence in term time please provide the information below:

Permission is requested for the absence of:

|       |        |  |
|-------|--------|--|
| Name: | Class: | Total number of school days requested: |
| From: | To:    |  |

Please give details of the special circumstances which require absence from school during term time. (If this section is not completed permission will be refused.)

Name of parent or carer making this request.....

Signature ..... Date.....

**For completion by office:**  
Percentage Attendance.....  
Number of Complete sessions at school this year (..... out of a possible.....)  
Date office received request .....

**HEADTEACHER'S DECISION:**  
Permission for the above absence is : **Granted / Refused**  
If permission has been refused the reason is:  
.....  
.....  
(If this absence is taken after being refused, it will be classed as an unauthorised absence)  
SIGNED..... Date .....

## **APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

Under Section 7 of the Education Act 1996, the parent is responsible for making sure that their child of compulsory age receives efficient full-time education that is suitable to the child's age, ability and aptitude. Taking children out of the academic year for a holiday does not allow them to receive an efficient full-time education. Before completing the application form, please read these notes carefully:

- The law states that you do not have the right to take your child out of school for holidays during term time. If you take your child on holiday during term time without permission this will be recorded as an unauthorised absence and may lead to a Penalty Notice being issued.
- If you wish to take your child out of school during term time, you must apply for permission in writing using this form. Permission for authorised leave of absence may be granted for exceptional circumstances if accompanied by written evidence.

### **Guidelines as to what can be defined as exceptional circumstances:**

- Where it is company/organisational policy for an employee to take leave at a specified time in the year and there is no opportunity for a family holiday in school holidays. This must be supported by documentary evidence from the company/organisation.
- Service personnel returning from/scheduled to embark upon a tour of duty abroad.
- Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue. Evidence must be provided from qualified professionals, such as a Doctor or Consultant.
- Where a holiday is exclusively set apart for religious observance by the religious body to which the child's parents belong. This must be supported by documentary evidence from the religious body.
- The law states that an absence for holidays in term time due to availability of cheap holidays, desired accommodation, poor weather experienced in the school holidays, overlap with beginning or end of term and day trips will not be authorised.
- Every school day counts towards your child's future. Days off school add up to lost learning. In total there are 175 non-school days a year which gives families the opportunity to spend time together, go on family holidays and visits and attend routine appointments.
- In the event of unauthorised absence being taken during term time without exceptional circumstances the absence will be recorded as unauthorised and may lead to a fixed penalty notice being issued. The penalty is £60 per child, per parent/carer when the payment is made within 21 days. After 28 days this increases to £120. Failure to pay within 28 days will result in a summons to appear before a Magistrates Court on the grounds that the parent/carer has failed to secure their child's regular attendance at school.

**A child is a member of a school community. The return from an absence can be a stressful time for a child, especially with regard to relationships, school routines and coping with missed learning. Teachers plan programmes for learning to fit with school terms and interrupting school terms makes it difficult for teachers to deliver a full and balanced curriculum for your child.**