

Request for Absence in School Time



Please note: absence requests for holidays in term time will not be authorised. Additionally, you may be asked to supply further supporting documents for any absence request.

	Parent/Guardian Name and Address		(Guida	ince
		 Following Government legislation we are unable to authorise requests for holiday during term time. 			
			ty Notice o	r pros	CC and you may be issued with secuted in a Magistrates Court en.
					of absence in term time is not
	How to use this form	-		-	ed under exceptional
•	Use for all absences other than sickness. Return form to school in <u>advance</u> of requested absence otherwise the absence will automatically be unauthorised.	 circumstances. Each case is considered individually; however, leave will not usually be granted if your child already has low attendance or if the leave coincides with important examinations. Therefore, no absence of any kind will be authorised for 			
-	Use a separate form for each child and each	Year 2 and 6 from the beginning of the Spring Term until the			
	absence.	National Curriculum Tests in early May.			
	PARENT/GUARDIA ame of Child:	AN TO COMPLETE	D COMPLETE THIS SECTION		
	ane of child.		Class:		
ls	this the first request for absence this academic y	ear?	YES	/	NO
Da	ites of absence requested:			No.	of school days requested:
	art date: End date:				
	eason for absence (please include all relevant det		- Acadam		u othor schools
	ease provide the names of all siblings that attend me of Sibling		ry Academy	/ / an	y other schools

Contact details whilst abroad/absent from school If your child is being taken out of school during the term time and the details of their location is not provided, this							
could turn into a serious safeguarding issue. When a child is absent or missing from school, they could be at risk of							
harm. The school has a duty to keep children safe and this includes knowing where they are. If the Parent/Carer							
fails to provide required information then the school may make a referral to the <u>International Police and</u> International Social Services as a 'missing child'.							
Address whilst away:							
Telephone number whilst away:							
Email address whilst away							
Please attach proof of where you will be whilst away							
I make application for my child named over the page to have authorised absence from school. I understand that if this is not agreed then any subsequent absence will be treated as unauthorised and this could lead to a fixed penalty notice or a summons to court for irregular school attendance.							
I have read and understood the guidance above.							
Parent* 1: Title Full Name		Tel:					
Relationship to child:	Signature:	Date:					
Parent 2: Title Full Name		Tel:					
Relationship to child:	Signature:	Date:					
*This is defined as any adult with legal parental responsibility for a child.							
SCHOOL OFFICE TO COMPLETE THIS SECTION							
Current Attendance:	%	Supporting documents requested:					
		Date: By:					
Days off Sick: Leave of absence taken:		Received:					
		-					
Other Absences:							
Code:		Date entered:					
Reply sent:		Signed:					

PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE. WHERE POSSIBLE YOU SHOULD GIVE AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE.