



## Absence Request Form

If considering requesting term time absence, please remember:

- Parents do not have an automatic right to withdraw a child from school for a holiday, in law, you must apply for permission in advance to the school.
- Absences which have not been agreed will be classed as 'unauthorised' absences
- **Following 3+ days of unauthorised absence** parents may be invited to attend a meeting in school to put together an Attendance Support Plan, with the aim to prevent further unauthorised absences.
- A Fixed Penalty Notice Warning letter may be issued at 5 days unauthorised absence, with a Fixed Penalty Notice being issued at 10 days + unauthorised absence.
- There is clear evidence which links attendance and educational achievement.

**Name of Pupil:** ..... **Class/Form:** .....

I would like to request permission for an absence for the above pupil for the period:

.....

**Number of school days absent:** .....

**Reason for term time absence request:** .....

.....

**The above pupil should return to school on:** .....

**Name of Parent/Guardian (please print):** .....

**Address:** .....

.....

**Relationship to child:** .....

**Signature:** ..... **Date:** .....

### **School Response**

Dear Parent/Guardian,

I have received and considered the above request for term time absence.

My primary concern has to be the educational development of individual pupils. Requests for term time absences are never taken lightly. In taking these decisions a number of aspects will be taken into account including the overall attendance of the pupil, impact on continuity of learning, timing of exams or assessments. Each request will be considered individually.

Please note if you proceed to take your child out of school without authorisation, you may incur a Fixed Penalty Warning/Notice.

On this occasion the requested permission for absence from school is:

Authorised / Unauthorised

**Signature of Headteacher:** ..... **Date:** .....

School Note: A copy of this form should be returned to parents and the original form must be kept on record.