

ABSENCE REQUEST FORM

Learning and Communities



The law does not grant parents an automatic right to take their child out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent with whom the child normally lives. Permission must be sought in advance and must be for **exceptional circumstances**. If you do not have Parental Responsibility and/or normally live with the child you must seek the consent of the parent who does and that person should complete this form. Schools will only consider requests from that parent and absence will only be authorised in exceptional circumstances.

When deciding whether to allow term time leave, for any reason, the school will only consider:

- The reason for the leave
- The time and duration of the leave
- Whether or not the leave could have been taken during the statutory school holiday periods
- Your child's record of attendance
- Learning that will be missed

Please note: If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and may make you liable to a £60/120 fine.

To the Headteacher/Principal of _____ School/College

I wish to apply for (name(s) of child(ren). Include siblings attending other schools)

Child's name	Date of birth	School

To be authorised as being absent from school from: _____ to: _____ inclusive

Reason for request for absence during term time:

If this is a holiday request please explain the exceptional circumstances which mean that the holiday cannot be taken during a school holiday:

Signature of Parent/Carer	Date:
Signature of Parent/Carer	Date:

Authorised The School/College agrees to your child being absent from school on the specified dates

Absence dates From: _____ To: _____

Unauthorised The School/College does not authorise your request for leave in term time for the following reason(s):

Learning that will be missed No Exceptional Circumstances

The time and duration of the leave Leave could have been taken during school holiday periods

Signed:	Designation:	Date:
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HOLIDAYS IN TERM TIME

Important: Please read carefully the information below.

Warning: If you take your child on holiday in term time without the prior approval of the school, you may be issued a £60/£120 Penalty Fine, per parent, per child.

As a Parent/Carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays.

The facts

We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term time leave for their children. However, it is important that parents carefully consider the implications of taking their child out of school during term time.

Research suggests that children who are taken out of school may never catch up on the course work they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.

Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.

What you should consider

There are times during a school year when a child may experience particular problems because of term time leave such as:

- Closeness to exams or tests (Standard Attainment Tests in Year 2, 6 and 9).
- During GCSE, and other examination courses.
- During the first year at a new school.
- At the beginning of a new school term.

If the school refuses a request for term time leave and the child is still taken out of school, this will be recorded as unauthorised absence and may lead to a £60/120 fine per parent, for each child.