

**EXCEPTIONAL CIRCUMSTANCE
REQUEST FOR ABSENCE DURING TERM TIME**



APPLICATION BY PARENT/CARER

If you wish to take your child out of school in term time and think that you have exceptional circumstances, please complete this form and return to the School Office at least 14 days before the date you wish to remove your child from school.

Pupil's Name: _____ Class: _____

Address: _____

Parent/Carer Name (s) _____

First day of absence: _____ Date of return to school: _____

Total number of days missed: _____

Reason for absence and why this request is exceptional: _____

Siblings and school attended: _____

Would your child miss any national tests? Yes / No

I understand that parents or carers do not have an automatic right to leave of absence. If the absence request is unauthorised the Education Welfare Services will be notified of the absence taken and a Penalty Notice may be issued. I understand that a Penalty is issued to the parent/carer of each child taken out of school and that this fine is £60 which is increased to £120 if not paid within the first 28 days.

Signed: _____ Dated: _____

RESPONSE TO THE REQUEST FOR ABSENCE DURING TERM TIME

AUTHORISED: Your request has been authorised for the following dates:

____/____/____ to ____/____/____

UNAUTHORISED: Your request for a leave of absence during term time has not been authorised.

Signed: _____ Date: _____