



# Request for Absence during School Time



Please note: For any absence, you may be asked to supply further supporting documents.

Parent/Guardian Name and Address	Guidance
	<ul style="list-style-type: none"> <li>Following Government legislation, we are unable to authorise requests for holidays during term time.</li> <li>A referral will be made to Staffordshire Local Authority and you may be issued with a Fixed Penalty Notice or prosecuted in a Magistrates Court if an unauthorised holiday is taken.</li> </ul>
How to use this form	
<ul style="list-style-type: none"> <li>Use for all absences other than sickness.</li> <li><b>Return form to school in <u>advance</u> of requested absence otherwise the absence will automatically be unauthorised.</b></li> <li>Use a separate form for each child and each absence.</li> </ul>	<ul style="list-style-type: none"> <li><b>Please be advised that leave of absence in term time is not a right and will only be granted under exceptional circumstances.</b> 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.</li> </ul>
PARENT/GUARDIAN TO COMPLETE THIS SECTION	
Name of Child:	Class:
Is this the first request for absence this academic year? <span style="float: right;">YES    /    NO</span>	
Dates of absence requested: Start date: <span style="margin-left: 150px;">End date:</span>	No. of school days requested:
Reason for absence:	
Date request submitted to school:	
Please provide the names of all siblings that attend any other schools	
Name of Sibling	Name of School
_____	_____
_____	_____
_____	_____
_____	_____

### 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 International Police and 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 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: \_\_\_\_\_

Email: \_\_\_\_\_

Parent 2: Title \_\_\_\_\_ Full Name \_\_\_\_\_ Tel: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

\*This is defined as any adult with legal parental responsibility for a child.

### SCHOOL OFFICE TO COMPLETE THIS SECTION

- Child's average attendance in last 12 months checked: \_\_\_\_\_ %
- How many days holiday already taken in current academic year? \_\_\_\_\_
- Is the Education Welfare Officer working with family? Yes/No
- Timetable of school checked and not exam period? Yes/No
- Does the request fit the exceptional circumstances criteria? Yes/No
- Penalty notice to be issued? Yes/No

This request for term time leave is authorised / unauthorised.

Signed: \_\_\_\_\_ Head Teacher Date \_\_\_\_\_

**PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE. AS STATED IN OUR ATTENDANCE & PUNCTUALITY POLICY, WHERE POSSIBLE YOU SHOULD GIVE AT LEAST FOUR WEEKS' NOTICE OF INTENDED ABSENCE.**