



<p><u>Office Use</u> <u>Only</u> Code : PNR: Y / N</p>

Request for / Notification of Intended Absence

Please read before completing this form:

Due to the huge importance that school attendance can make to a child’s future, taking time out of school is rarely authorised. However, if you do intend to do so, it is very important that this form is completed and handed in to school well in advance. This will:

- avoid school staff spending valuable time trying to contact you
- avoid us being concerned that your child may have gone missing

We are not permitted to and will not authorise leave of absence during term time except for exceptional circumstances. Exceptional circumstances may include such occasions as a family bereavement or participation at a high level representative activity. We will not authorise family holidays as a matter of course. Under no circumstances will authorisation be given during, or in the two weeks before an examination period.

Please note: Parents are required to give clear reasons for all absences, which the school is required to record. If a child accumulates 6 or more unauthorised absences, the Education Welfare Department will be contacted and you will receive a fine (£60 per child, per adult with responsibility). You may also:

1. Receive a letter explaining that your child’s attendance is now being monitored, or
2. Be required to attend a meeting

Completing the form:

Section A – this section **MUST** be completed for all students.

Section B – this section is only required if you feel you have an **exceptional** circumstance and are requesting that the time taken is authorised.

(A) Student Details: Please Print

Name of student (s):	Class:	Teacher:

The period of absence will be from: ____/____/____ until ____/____/____ inclusive (*inset dates*)
 This absence will be in order to: (*please circle below*)

- Take a holiday
- Visit relatives
- Other (please explain below)

Name of parent / carer (please print): Mr / Miss / Mrs / Ms

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

(B) Requesting Permission:

Any decision will be made after consideration of the strict criteria for authorising term time absence, the impact it will have upon the student(s) education, reasons given **and previous levels of attendance.**

Reason:

- () The school will authorise this leave of absence
- () The school is not allowed to authorise this leave of absence as it does not meet the exceptional circumstances stated in the schools attendance policy.

This absence will / will not trigger a Penalty Notice Referral being made (at the time the absence takes place).

Signed:..... (Lead Attendance Officer) Date:.....