



# Penponds Primary School

## ABSENCE REQUEST FORM

(Exceptional circumstances only)

*I wish to apply to have an absence authorised, for:*

Pupil(s) name(s) ..... Class/Year  
 .....

Date from ..... /..... /..... Date to ..... /..... / ..... (inclusive)

Name of Parent(s)/Carer(s):  
 .....

Address:  
 .....  
 .....

**Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed.  
 Please continue on a separate sheet if needed.**

Signature of  
 Parent(s)/Carer(s).....

Office use only			<input type="checkbox"/> Absence authorised  <input type="checkbox"/> Absence unauthorised (complete reason below) ..... ..... ..... .....
Date form received	No. of school days absence requested	% Attendance	
Signed _____ Headteacher			

**This portion to be returned to parents/carers**

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Local Authority if your child's attendance drops below a level that the school deems acceptable.

Pupil(s) name(s) ..... Class/Year .....

Absence authorised from ..... /..... /..... to ..... /..... /.....  
(Inclusive)

Absence unauthorised current attendance ..... %  
as of ..... /..... /.....

Reason  
declined.....  
.....

Signed ..... (Headteacher) Date ..... /..... /.....

**NOTES TO PARENTS/CARERS**

The law does not grant parents/carers an automatic right to take their children 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/carer with whom the child normally lives. Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) having satisfactory attendance up to the date covered by this request.

**Warning:** If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months.

## ABSENCE IN TERM-TIME

### Examples of exceptional circumstances are:-

- A parent or grandparent is seriously/terminally ill and the holiday proposed is likely to be the last such holiday
- There has recently been a death or other significant trauma in the family
- Where a holiday is recommended as part of a child or parents recovery from a medical or emotional issue. Evidence must be provided by a qualified professional
- The holiday is unique and of significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time
- Days of religious observance
- Service personnel returning from/scheduled to embark on a tour of duty abroad
- Where it is company policy for an employee to take leave at a specified time of the year. Evidence of this is required

### Other examples of absence from school that will not be authorised:

- Any type of shopping
- Unwell siblings or parents, including when parents are unable to bring children to school
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives
- Cheaper holidays

Please contact your child's head teacher if you wish to discuss this issue.

**The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.**