



ABSENCE DURING TERM TIME REQUEST FORM

Please complete this form and return it to the school at least 2 weeks before the planned absence.

ONLY IN INDIVIDUALLY UNIQUE CIRCUMSTANCES WILL THE HEADTEACHER CONSIDER AUTHORISING ABSENCE DURING TERM-TIME.

In doing so we will consider:

- * the time of year of the planned absence and the length and purpose of the absence
- * the duration of the absence and its impact on the continuity of learning and or examinations
- * the overall attendance pattern of your child

ABSENCE REQUEST - to be completed by the parent / carer

Pupil Name: _____ Class: _____ School: _____

Do you have other children who attend other schools in the cluster YES/NO

Pupil Name: _____ Class: _____ School: _____

Pupil Name: _____ Class: _____ School: _____

Pupil Name: _____ Class: _____ School: _____

- Please note this information will be discussed / shared with the Headteacher of the other school.

No. of Days: _____ From: _____ To: _____

Details of the individually unique circumstances for which the absence is requested;

Name of Parent / Carer: _____

Email address: _____

Signature of parent / carer: _____ Date: _____

DECISION

- ☐ The request for absence has been authorised and a _____ code will appear on your child's attendance certificate. We request that your child makes every effort to catch up on work missed.
- ☐ The request has unfortunately **NOT** been authorised for the reasons identified below and, should you decide to take your child out of school, a **G** code will be recorded on your child's registration certificate which represents an unauthorised absence.
- ☐ No details of individually unique circumstances have been provided on the form
- ☐ The circumstances are not considered individually unique.
- ☐ **We will be requesting that the EWS issue a Fixed Penalty Notice should you take your child out of school for the absence detailed above.**

Signature – Headteacher: _____ Date: _____