

## Term-time absence request form

Please fill out the below form in as much detail as possible to help us fairly consider your request. Where you have multiple children at the school for whom absence is requested, please fill out the form for the oldest child, and include the names and class of other relevant children in the dedicated box on the form.

This form must be returned to the School Office at least **two weeks** before the proposed first day of absence. Requests that are received later than this may be rejected due to insufficient notice.

*Please note: The Education (Pupil Registration) (England) (Amendment) Regulations 2013 restrict a headteacher's powers to grant term-time absences, allowing them only to do so in exceptional circumstances. The decision to allow absence in exceptional circumstances rests with the school's headteacher and it is at their discretion how many days of absence is appropriate or possible in the circumstances. Each request is treated individually, taking account of a number of factors, including pupil absence rates.*

For parent/carer use only	
Pupil information	
Full name	
Date of birth	
Year group	
Class	
Please list the names of any other pupils for whom absence on the specific dates is requested, alongside their class	
Information about proposed absence	
Start date of proposed absence	
End date of proposed absence	

Number of school days missed			
Reason for absence  (Please include any exceptional circumstances that require this absence to be taken during term time instead of school holiday periods)			
I have completed the above form fully, accurately and in detail.	<input type="checkbox"/> Yes		
I understand that the decision on whether my child can be granted absence from school during term time rests solely with the school, and that I cannot appeal any decision made.	<input type="checkbox"/> Yes		
I understand that if my request is rejected and I choose to remove my child from school in contradiction to the school's decision, I may face a fine of up to £120 per parent per child from the Local Authority.	<input type="checkbox"/> Yes		
Parent/carer signature		Date of request	
<b>For office use only</b>			
Date request received			
Current attendance			
Decision	<b>Granted</b> <i>The absence will be recorded as authorised</i>	<b>Not granted</b> <i>The absence will be recorded as unauthorised and may be referred to the Local Authority for a penalty notice</i>	
Additional comments			
Headteacher signature		Date of decision	

