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Headteacher: Mrs K Fox

### Request for Absence in School Term Time

Parents/carers must complete this form to request time off in school time. Before completing it, please consider that:

- Pupils are only in school for 190 days each year
- There are 175 other days for holidays and other activities
- 90% attendance represents one day off every two weeks
- 80% attendance represents one day off a week
- Less than 90% attendance is deemed persistent absence and may leave you open to prosecution
- It is the law to make sure your children are in school.

### How to use this form

- Applications should be made well in advance of the first day of absence requested
- The application should be made **before** booking the holiday

### Guidance

- Authorised absence from school is discretionary, not an automatic entitlement. It can only be authorised by the Headteacher.
- Pupils who miss 10 sessions (5 school days) in a 10-week period will be considered for a penalty notice as per National Framework launched on 19<sup>th</sup> August 2024.
- The Local Authority can fine each parent £80 per child rising to £160 if not paid within 21 days. Increased fines and further court action may then be considered for repeated periods of unauthorised absence.
- An application must be made to the Headteacher prior to any absence
- The Headteacher will notify you of the decision within five working days of receipt of this form

### Parent/carer to complete this section

Name of child/ren		Class/es	

Is this the first request for absence this academic year? Yes  No


First day of absence

Final day of absence

Number of school days requested

Reason

**I understand that if the absence is unauthorised but the holiday is still taken then the Access & Inclusion team will be notified of the holiday and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £80 which increases to £160 if not paid within the first 21 days. I understand that failure to pay this may result in legal action.**

Name of parent		Date	 <b>Healthy Schools</b>
Signed			



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For Office Use Only			
Current attendance			
Last year's attendance			
Has a similar request been made in previous academic year/s?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Outcome			
Your request is <b>approved</b> and the absence is authorised			
Your request is <b>not approved</b> . If the pupil is absent for this period, it will be recorded as unauthorised.			
Signed (HT)		Date	

