



SCHOOL ABSENCE REQUEST FORM

Form to be returned to the school office with a minimum of two weeks notice

Please note: if you go ahead with the leave of absence when unauthorised, you may receive a Fixed Penalty Notice issued through the Local Authority. This will be £60 per parent if paid with 21 days, which rises to £120 each if you do not pay within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school.

Name of Pupil:	Class:
Date of Birth:	
Name of Pupil:	Class:
Date of Birth:	
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Date of Birth:	
Please detail the exceptional circumstances why you are requesting to take your child out of school. You may be invited into school to discuss your request with the Headteacher. (please attach your supporting evidence if applicable)	
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Address: Contact No:	
Leave of absence from (date): To (date): Number of school days you child will be absent from school	
Signature:	Date:
Name of Parent/Carer 1:	DOB:

Signature:	Date:
Name of Parent/Carer 2:	DOB:

[Please see over the page](#)

SCHOOL USE ONLY:

Previous requests for leave of absence YES/NO
 Date received: % Attendance:
 Date of meeting/phone call with parents (if applicable):

Together we can strive for excellence

Remember:

- Every day your child is absent from school is an opportunity missed and we strongly advise that you do not take them out of school during term time.
- The more time your child is in school, the more they will learn.
- There are only 190 statutory school days which leaves 175 days for holidays.
- When children attend school consistently they are more likely to do well in their work, develop good friendship groups, build strong relationships and feel connected with the school community
- A two-week absence taken during term time is at least 50 lessons your child will never get back.
- There is clear evidence of a link between poor attendance at school and low levels of academic achievement
- Your child may find it difficult to catch up on the work they've missed

Please note, we are legally bound to monitor the attendance of all children and take appropriate action in line with DfE attendance guidance.

**OUR AIM IS TO IMPROVE CHILDREN'S ATTENDANCE AT SCHOOL AND
MAKE SURE THAT CHILDREN GET THE BEST CHANCE IN EDUCATION AND
FULFIL THEIR POTENTIAL IN LIFE.**