

ABSENCE REQUEST FOR PUPILS DURING TERM TIME

Name of Pupil

Tutor Group

Proposed date(s) of absence

From To inclusive

Total number of days

Reason for absence during term time (continue overleaf if required):

.....

Signature of parent/guardian

Printed name of parent/guardian

Date signed

Home address

.....

.....

- The school no longer authorises holiday during term time except in exceptional circumstances. Each request is looked at individually.
- Should you decide to still take your child on holiday a referral may be made to the Education Investigation Service which may result in a Penalty Notice (a fine of up to £120 per adult per child) being issued.
- Absence requests must be received 6 weeks in advance

Please return to the Attendance Office on completion

For office use only:

Date received:

Date responded:

On system

In Attendance diary