

ABSENCE REQUEST FORM

(Including Holidays During Term Time)

NOTES TO PARENTS/CARERS

The law does not grant parents an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent with whom the child normally lives with. Permission **must** be sought in **advance**. If you do not have Parental Responsibility and/or normally live with the child you **must** seek the consent of the parent who does and that person should complete this form. Schools will only consider requests from parents.

When deciding whether to allow term time leave, for any reason, the school will consider:-

- The time and duration of the leave
- Your child's record of attendance
- Learning that will be missed

Warning: If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorized absence** and this may make you liable to a Penalty Notice for each child, payable by each parent.

TO THE HEAD TEACHER – FURZEHAM PRIMARY AND NURSERY SCHOOL

I wish to apply for
 NAME(S) OF CHILD(REN) _____ CLASS _____
 _____ CLASS _____
 _____ CLASS _____

To be given permission to be absent from school from.....to.....

Reason for request for absence during term time:

Name of Parent/Carer (Please print) _____

Signed (Parent/Carer) _____ Date _____

_____ **OFFICE USE ONLY** _____

Current attendance _____

AUTHORISED the school/college agrees to your child being absent from school on the specified dates.

UNAUTHORISED – The school/college **does not authorise** your request for leave of absence in term time for the following reasons.

Signed _____ Head Teacher Date _____