



REQUEST FOR ABSENCE DURING TERM-TIME

NOTES TO PARENTS/CARERS

The Law does not grant parents an automatic right to take their child out of school for holidays during term time. You must apply for permission in advance and the request for leave must come from a parent with whom the child normally lives. Requests must be for exceptional reasons, such as family illness or bereavement or unavoidable travel.

When deciding whether or not to allow term time leave the school will consider:

- **The time and duration of the absence**
- **The reason for the absence**
- **Your child's record of attendance**
- **The impact on your child's learning**

If the school refuses your request and the child is still taken out of school this will be recorded as an unauthorised absence and this may make you liable to a fine. In agreeing to this absence it is understood that no further request for term time absence is likely to be authorised for the current school year.

TO THE HEADTEACHER OF TOTTENHALL INFANT SCHOOL

I wish to apply for authorised absence from school for:

NAME(S) OF CHILD(REN) CLASS.....

..... CLASS.....

Dates: From to inclusive.

Date of return: Total number of days requested

Reason for requested absence (*please give as much information as possible*)

.....
.....
.....

Parent/Guardian signature..... Today's date

The School agrees to your child being absent from school on the specified dates requested **ONLY**

The school authorises days absence

The School **DOES NOT** authorise your request for absence in term time for the following reason:

NB: if the absence is taken without it being authorised the School is required to report it to the Local Authority who may issue a £60 Penalty Notice per parent, per child.

HEADTEACHER COMMENT:.....

.....

% ATTENDANCE..... SIGNEDHEADTEACHER

Date:

Please return this form to the school office well in advance of the proposed absence