



ABSENCE DURING TERM TIME REQUEST FORM

Please complete this form and return it to the school at least 2 weeks before the planned absence.

ONLY IN INDIVIDUALLY UNIQUE CIRCUMSTANCES WILL THE HEADTEACHER CONSIDER AUTHORISING ABSENCE DURING TERM-TIME.

In doing so we will consider:

- * the time of year of the planned absence and the length and purpose of the absence
- * the duration of the absence and its impact on the continuity of learning and or examinations
- * the overall attendance pattern of your child

ABSENCE REQUEST - to be completed by the parent / carer

Pupil Name: _____ Class: _____

Do you have other children who attend other schools in the cluster YES/NO

Pupil Name: _____ Class: _____ School: _____

Pupil Name: _____ Class: _____ School: _____

Pupil Name: _____ Class: _____ School: _____

- Please note this information will be discussed / shared with the Headteacher of the other school.

No. of Days: _____ From: _____ To: _____

Details of the individually unique circumstances for which the absence is requested;

Name of Parent / Carer: _____

Email address: _____

Signature of parent / carer: _____ Date: _____

DECISION

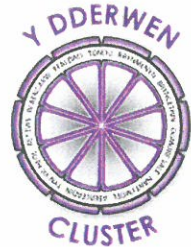
- The request for absence has been authorised and a **H** code will appear on your child's attendance certificate. We request that your child makes every effort to catch up on work missed.
- The request has **NOT** been authorised for the reasons identified below and, should you decide to take your child out of school, a **G** code will be recorded on your child's registration certificate which represents an unauthorised absence.
- No details of individually unique circumstances have been provided on the form
- The circumstances are not considered individually unique.
- We will be requesting that the EWS issue a Fixed Penalty Notice should you take your child out of school for the absence detailed above.**

Signature – Headteacher: _____ Date: _____



FOR SCHOOL USE ONLY

Number of late marks this year	
Number of absences this year	
Attendance rate	



Historical attendance rate	N	R	1	2	3	4	5	6

Previous notifications of leave of absence during term time	N	R	1	2	3	4	5	6

Previous involvement of EWO	Yes	No
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Questions	Yes	No
Have parents been advised to not take leave during term time due to the detrimental effect on their child's education?		
Have they been informed that this will be recorded as an unauthorised absence?		
Have they been informed that this may result in EWO involvement or an FPN request from the EWS?		

Actions	Yes	No	Date
Absence recorded on SIMS and form placed in child's records			
EWO informed			
Chair of Governors and Local authority informed			
FPN requested			
Further action taken			