

# Ebchester CE Primary School

## Absence Request Form



PUPIL DETAILS	
Name	
Date of birth	
Class	

ABSENCE REQUEST DETAILS	
Start date of requested absence	
End date of requested absence	
Return to school date	
Number of school days child will be absent	
Reason for absence request (Please see the notes overleaf)	
Name of parent / carer (print)	
Address	
Signature	
Date	

Parents and carers should note that there is no automatic right for pupils to be granted authorised absences for family holidays. Ebchester CE Primary School will consider every request for absence on an individual basis.

**PLEASE NOTE:**

Schools may not grant any leave of absence from school during term time unless there are exceptional circumstances. Applications for leave of absence for the purpose of a holiday in term time will be refused unless parents can demonstrate and prove there are exceptional circumstances relating to the holiday request.

If you take your child out of school without permission this will be recorded as unauthorised absence and may result in parents being issued with a fixed penalty fine for each child taken out of school. The minimum fine is £60.

When deciding the time and duration of the leave, the following will be taken into consideration:

- the child's age
- the time and duration of the leave
- the child's record of attendance
- previous term time absences
- whether there are exceptional circumstances relating to the request

Please take this guidance into account when you complete the form overleaf, by giving a clear reason for the request. Thank you.

FOR SCHOOL USE		
Percentage attendance in current academic year		
Previous leave this academic year		
Does the requested time coincide with SATs?		
Mitigating circumstances		
Is the holiday approved?	YES	NO
Signature of Headteacher		
Date		
Register Code		