

Absence Request Form



Before completing this form, please read carefully the notes opposite regarding the authorising of term time absence.

Student Name:	Tutor Group:
I wish to apply forday(s) number of school days required.	
From.....(Date) To:.....(Date)	
Please explain the reason for the absence. If the absence is a holiday request, please explain why you consider this to be an exceptional circumstance.	
Signed.....Parent/Carer.....Date	
It is the responsibility of the student to catch up on any work missed.	

<i>Office use only:</i>	Absence authorised: Yes/No	
Authorised by.....: Headteacher.....Date		
Code to be used:		
B - Educated off site	C - Other	G Holiday Not authorised
H - Family Holiday (Exceptional Circumstances only)	J - Interview	M - Medical
P - Sporting activity	R - Religious Observance	V - Educational Visit
W - Work Experience		

Authorising term time absences

If you are requesting a term time absence you need to be aware that due to Department for Education Guidelines schools can no longer agree any holiday absence during term time unless there are exceptional circumstances.

Requests for absences must be made in advance and clearly state the date of return to school. Circumstances which are notified to the school or LA after a decision has been made by the Headteacher cannot be considered. Therefore, please be certain to provide details of the exceptional nature of the circumstances on this form and attach any supporting evidence e.g. a letter from your employer.

If the school does not authorise the absence and it amounts to 10 or more sessions (5 days) within the school year, the Educational Welfare Service legally have to be notified, and a fixed penalty notice amounting to a fine of up to £120 may be issued. If not paid will lead to proceedings in the magistrates courts.

Please read the Local Authority leaflet which explains Penalty Notices issued for unauthorised holidays during term time, available on request or at <http://www.wiltshire.gov.uk/schools-learning-attendance-behaviour>

These measures have been introduced to emphasise the importance and legal requirement for excellent attendance at school and to draw attention to the effect absence may have on a student's progress. Additional pressure is always felt by the student on return to school when work has to be caught up. This is the responsibility of the student.

You will receive a standard letter to inform you whether the absence has been authorised or not. Please bear in mind that most requests for absence have to be unauthorised.