



Absence Request Form

Child's Name: *if request is for more than one child please use a form for each child	
Year Group / Class	
Date(s) of requested absence	
Brief summary of reason for request (You will be asked to provide evidence of the reason for the request)	

Any request for absence may require you to attend an interview.

On signing this form, you understand that:

- The Headteacher will not authorise absence unless there are exceptional circumstances (please refer to our Absence policy)
- If this request is unauthorised and you take your child out of school, you may receive a penalty notice
- If your child does not return to school on the agreed date he or she may be taken off the school roll, and you will have to re-apply to re-admit your child. If the year group has become full, your child may lose his or her place

Please note if your request is refused and you still take your child out of school on these dates, a request will be made to Education Welfare Service for a Penalty Notice to be issued. A penalty notice incurs a fine of £80 if paid within 21 days, increased to £160 if paid after 21 days but within 28 days. This will be issued to each parent, and for each child who is not at the school on the dates requested

Parent's Name	Signature	Date

For office use only:

Approved Refused Signature: Date: