



## SCHOOL ABSENCE REQUEST FORM

### Term Time Absence Authorisation – Parent Request Form

The regulations concerning authorised absences during term time have been tightened significantly throughout the Education (Pupil Registration) (England) Regulations 2013. The purpose of the new regulation is to 'clarify that leave of absence shall not be granted by schools unless there are exceptional circumstances'.

In practise, the changes mean that:

- Headteachers are not allowed to authorise absences during term time for family holidays in any circumstances
- Head teachers may only authorise term time absence for an exceptional, once in a lifetime event.

I am requesting a leave of absence for my child/children.

Name of child/children: \_\_\_\_\_

Class(es): \_\_\_\_\_

For the following reasons [please continue on the reverse if more space required]:

Dates of absence from: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Total number of days or part days: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

In the case of separated families, if either parent does not agree to the absence, they must write to the school formerly stating this. In these cases, the parent who refuses permission will not be fined.

### School Response:

The school has authorised/ not authorised your request [reasons below if not authorised]:

\_\_\_\_\_ Date: \_\_\_\_\_

**Warning: A fixed penalty notice may be issued if you choose to take unauthorised term time leave of absence. Each parent carer may be liable to a penalty of £60 (per child) if paid within 21 days or £120 (per child) if paid after 21 days but before 28 days.**