



EXCEPTIONAL CIRCUMSTANCE REQUEST FOR ABSENCE DURING TERM TIME

APPLICATION BY PARENT/CARER

If you wish to take your child out of school in term time and think that you have exceptional circumstances, please complete this form and return to the School Office at least 14 days before the date you wish to remove your child from school.

Pupil's Name: _____ Class: _____

Address: _____

Parent/Carer Name (s) _____

First day of absence: _____ Date of return to school: _____

Total number of days missed: _____

Reason for absence: _____

I understand that if the absence request is unauthorised and my child's attendance falls below 90% the Education Welfare Services will be notified of the absence taken and a Penalty Notice will be issued. I understand that a Penalty is issued to the parent/carer of each child taken out of school and that this fine is £60 which increased to £120 if not paid within the first 28 days. I understand that if I do not pay this it may result in legal action being taken against me.

Signed: _____ Dated: _____
(Please ensure you give at least 14 days' notice of the proposed absence)



FOR OFFICE USE ONLY

Pupil's Name: _____ Class: _____

Authorised: Your request has been authorised for the following dates:

___/___/___ to ___/___/___

UNAUTHORISED: Your request for a leave of absence during term time has not been authorised.

Signed: _____ Date: _____