

APPLICATION BY PARENT/CARER FOR TERMTIME ABSENCE

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to School at least 14 days before the date you wish to remove your child from school.

Name of Child		Class	
First day of Absence		Date of return to school	
Brief reason for absence			
Parent/ Carer Name:		Signature:	
Contact Number whilst absent			

*I understand that if the absence request is unauthorised the Education Welfare Service may be notified of the absence and a Penalty Notice may be issued. I understand that a Penalty Notice is issued to each parent/carer of each child taken out of school and that this carries a fine of £60 if paid within 21 days, increasing to £120 if paid within 28 days. I understand that if I do not pay the fine, it may result in legal action being taken against me. **Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.***

SignedDated
 (Please ensure you give at least 14 days' notice of the proposed absence)

Below to be completed by the school:

FAO – Deputy Headteacher

% Current	% Last Year	Comments

Parent Notification - Letter / Phone Call / Other

Signed: **Date:**.....

Further Action taken:	
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