



Term Time Absence Request Form

Dear Parent/Carer,

As a school we are not legally obliged to grant permission for absences during term times. Absences will not be authorised during or immediately before exams which include SATs week. I must make it clear to you that your child's education may suffer if they miss school during term time.

Any absences taken that exceed the ten-day maximum will be recorded as unauthorised absences (truancy). Unauthorised absences will be followed by an application the Local Authority for the implementation of a fixed penalty fine. This constitutes a fine of £60.00 per child if paid within 28 days. If it is not paid, this fine increases to £120 .00 and if not paid within in 42 days the parent/carer will be prosecuted and will be summoned to appear in court.

Details of Absence Request

Childs Name..... Class.....

From (Day & Date)To (Day& Date).....

Day/Date returning to school.....Total number of school days.....

Reason for request during term time

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Signed.....

Date.....

Parent/Carer, this request will now be processed. You will be notified of the outcome within the next seven days.

Yours Faithfully,
Miss H Plant
Principal

