

Request for Absence during School Time

Please note: For any absence, you may be asked to supply further supporting documents.

Parent/Guardian Name and Address	Guidance
	<ul style="list-style-type: none"> Following Government legislation, we are unable to authorise requests for holidays during term time. A referral will be made to Haringey Local Authority and you may be issued with a Fixed Penalty Notice or prosecuted in a Magistrates Court if an unauthorised holiday is taken. **
How to use this form	
<ul style="list-style-type: none"> Use for all absences other than sickness. Return form to school in <u>advance</u> of requested absence otherwise the absence will automatically be unauthorised. Use a separate form for each child and each absence. 	<ul style="list-style-type: none"> Please be advised that leave of absence in term time is not a right and will only be granted under exceptional circumstances. Each case is considered individually; however, leave will not usually be granted if your child already has low attendance or the leave adversely affects your child's education and ability to achieve. Also your child may be removed from the school roll meaning you would have to re-apply for a place.
PARENT/GUARDIAN TO COMPLETE THIS SECTION	
Name of Child:	Class:
Is this the first request for absence this academic year? YES / NO	
Dates of absence requested: Start date: End date:	No. of school days requested:
Reason for absence:	
Please provide the names of all siblings that attend any other schools	
Name of Sibling	Name of School

Contact details whilst abroad/absent from school

If your child is being taken out of school during the term time and the details of their location is not provided, this could turn into a serious safeguarding issue. When a child is absent or missing from school, they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If the Parent/Carer fails to provide required information then the school may make a referral to the International Police and International Social Services as a 'missing child'.

Address whilst away: _____

Telephone number whilst away: _____

Email address whilst away _____

Please attach proof of where you will be whilst away

I make application for my child named over the page to have authorised absence from school. I understand that if this is not agreed then any subsequent absence will be treated as unauthorised and this could lead to a penalty notice or a summons to court for irregular school attendance.

I have read and understood the guidance above.

Parent* 1: Title _____ Full Name _____ Tel: _____

Relationship to child: _____ Signature: _____ Date: _____

Parent 2: Title _____ Full Name _____ Tel: _____

Relationship to child: _____ Signature: _____ Date: _____

*This is defined as any adult with legal parental responsibility for a child.

SCHOOL OFFICE TO COMPLETE THIS SECTION

- Child's average attendance in last 12 months checked: _____ %
- How many unauthorised days already taken in current academic year? _____
- Are other agencies working with family? Yes/No
- Is the request deemed to be exceptional? Yes/No
- Penalty notice to be issued? Yes/No

This request for term time leave is authorised / unauthorised.

Signed: _____ Headteacher Date _____

PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE

- * You may incur a Fixed Penalty Notice. This is a £60 penalty, if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. Should this not be paid you may be prosecuted.
- * You may be prosecuted in court by the local authority, in accordance with section 444 of the 1996 Education Act, for failing to secure your child's regular attendance at school. The current maximum penalty, on a conviction, is a fine of £2,500 per parent per child and/or a custodial sentence of 3 months.