

## Absence Request Form

**Application by parent/carer for child's absence from school during term time  
(see guidance below and overleaf)**

Please return completed form to the school office giving at least 4 weeks' notice of intended absence.

|                    |  |                    |  |
|--------------------|--|--------------------|--|
| Pupil's Name:      |  | Class:             |  |
| Home Address:      |  |                    |  |
| Parent/Carer Name: |  | Parent/Carer Name: |  |

I wish to apply for my child/children to be absent from school during the following dates:

|                                                              |     |                      |    |
|--------------------------------------------------------------|-----|----------------------|----|
| First day of absence:                                        |     | Last day of absence: |    |
| Total number of school days missed:                          |     |                      |    |
| Is the absence from school due to exceptional circumstances: | Yes |                      | No |
| Reason for absence:                                          |     |                      |    |
| Please continue on a separate sheet if necessary             |     |                      |    |

(a) I understand the guidance provided overleaf and realise that permission will not be granted unless there are exceptional circumstances.

(b) I understand the guidance with regard to penalty notices (fines see overleaf).

Signed: ..... Parent / Carer Date: .....

Signed: ..... Headteacher Date: ..... **Authorised** ☐ **Not Authorised** ☐

## Absence from school guidance

Schools are not able to grant any leave of holiday absence during term time unless there are exceptional circumstances.

**Exceptional circumstances where schools may grant a holiday in term time may include:**

- A terminal illness in the close family
- Respite or prescribed therapy
- A parent is in the Armed Forces
- Day of religious observance up to a maximum of three days per year (funeral, wedding, christening)

**Exceptional circumstances do not cover:**

- Family holiday
- Honeymoon
- Visiting family

The law states that for your child to be considered to attend school regularly they must be at school every day they are required to be there by the head teacher. This was confirmed in a Supreme Court ruling in 2017.

Therefore, you must get permission from the head teacher if you want to take your child out of school during term time. **Please note** head teachers are only permitted to agree a leave of absence in term time for exceptional circumstances.

If an absence is authorised by the head teacher, they have the discretion to determine how many days your child can be away from school.

### Fines and prosecution

The threshold for Penalty Notice fines is **5 days / 10 sessions of unauthorised absence over a 10-school week period**. When a school becomes aware that a child absence has met the threshold, they must consider whether a penalty notice should be issued.

Penalty notices are set at £160 (per child, per parent) and must be paid within the statutory 28-day deadline. The first Penalty notice fine issued to a parent is reduced to £80 if it is paid in full, within 21 days of issue. All fines must be paid within 28 days of issue otherwise parents may be prosecuted in court. A second fine issued to a parent/carers for a child who is absent from school without authorisation is fixed at £160, with no option to pay at a reduced rate if the fine is paid within the first 21 days.

Parents/Carers can only receive a maximum of two fines for any individual child over a three-year rolling period for an unauthorised absence from school. A third request for a fine within a three-year rolling period would result in the matter being referred directly to the Magistrates court.

If a parent/carers is prosecuted at court, they could receive a fine of up to £2,500, a community order or a jail sentence of up to three months. The court could also give you a [Parenting Order](#).

Parents who decide not to pay a fine and contest the matter in court should seek independent legal advice before doing so.