

APPLICATION FOR ABSENCE FROM SCHOOL

Full School Attendance is vital for your child’s educational progress. The School and Local Authority expects all parents to ensure their children attend school whenever possible.

Absence during term time can only be granted in exceptional circumstances and NOT for a term-time family break/holiday. The Local Authority has the power to fine parents who remove children from school for family holidays. The Local Authority can issue a Penalty Notice of £60.00 per child per parent rising to £120.00 if paid after 21 days but within 28 days. If the Penalty Notice is not paid you may be prosecuted.

If you feel your circumstances are exceptional, please complete and return this form to the Attendance Officer – Student Reception Office.

TO BE COMPLETED BY PARENT/GUARDIAN	
Surname of Child	First Name:
Date of Birth:	Year Group Tutor Group
Name of Parent/Guardian	Siblings in school YES/NO
Address of Child:	
Contact Telephone No:	Mobile:
Justification for absence (including destination)	
.....	
.....	
.....	
First day of absence	Last day of absence
Signature of Parent/Guardian	

TO BE COMPLETED BY SCHOOL	
Percentage attendance to date	
Absence Approved <input type="checkbox"/>	Absence NOT Approved <input type="checkbox"/>
Attendance Officer Signature	