

Request for Pupil Absence during term time.

Guidance for Parents

The Department for Education (DfE) permits the Headteacher to authorise up to **10 days planned absence** in **exceptional** circumstances such as a child's illness, bereavement and religious festivals, in any school year. However, this is at the discretion of the Headteacher and is not an automatic right.

Parents have a legal obligation to ensure children attend school regularly. Absence without permission is marked as unauthorised. Failure to comply with government legislation can lead to:

- the issue of a Penalty Notice by the Courts Manager to each parent/carer
- the issue of a summons by the Courts Manager against each parent/carer
- the removal of the pupil from the school register.

Request

Date of Request	Name of Pupil		Class
Absence From (date)	Return date to school	Number of school days absent	

Please state the reason for absence

(please support this statement with relevant documentation including invitations, certificates, medical information)

.....

Please print and sign your name (parent/guardian making the request)

..... Date

For Office Use Only

Summary of absence (To be completed by the attendance officer)	Previous academic year number of days absent		Current academic year - number of days absent (to date)	
	Authorised %:		Authorised %:	
	Unauthorised %:		Unauthorised %:	

Headteacher's Action

- This absence is authorised**

 This absence is unauthorised

Signed..... Date

This form will be photocopied and returned to parents with the headteacher's decision.

