

**EXCEPTIONAL CIRCUMSTANCE  
REQUEST FOR ABSENCE DURING TERM TIME**



**APPLICATION BY PARENT/CARER**

If you wish to take your child out of school in term time and think that you have exceptional circumstances, please complete this form and return to the School Office at least 14 days before the date you wish to remove your child from school.

Pupil's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Carer Name (s) \_\_\_\_\_

First day of absence: \_\_\_\_\_ Date of return to school: \_\_\_\_\_

Total number of days missed: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

**I understand that parents or carers do not have an automatic right to leave of absence. If the absence request is unauthorised and my child's attendance falls below 90% the Education Welfare Services will be notified of the absence taken and a Penalty Notice may be issued. I understand that a Penalty is issued to the parent/carer of each child taken out of school and that this fine is £60 which is increased to £120 if not paid within the first 28 days.**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**(Please ensure you give at least 14 days' notice of the proposed absence)**

**FOR OFFICE USE ONLY**

**RESPONSE TO THE REQUEST FOR ABSENCE DURING TERM TIME**

☐ **AUTHORISED:** Your request has been authorised for the following dates:

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ **UNAUTHORISED:** Your request for a leave of absence during term time has not been authorised.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_