



# Request for Absence in School Time



Please note: Requests for absence for holidays in term time will not be authorised.  
For any absence, you may be asked to supply further supporting documents.

Parent/Guardian Name and Address	Guidance
	<ul style="list-style-type: none"> <li>Following Government legislation we are unable to authorise requests for holiday during term time.</li> <li>A referral will be made to WSCC and you may be issued with a Fixed Penalty Notice or prosecuted in a Magistrates Court if unauthorised holiday is taken.</li> </ul>
How to use this form	
<ul style="list-style-type: none"> <li>Use for all absences other than sickness</li> <li><b>Return form to school in <u>advance</u> of requested absence otherwise the absence will automatically be unauthorised</b></li> <li>Use a separate form for each child and each absence</li> </ul>	<ul style="list-style-type: none"> <li><b>Please be advised that leave of absence in term time is not a right and will only be granted under exceptional circumstances.</b> Each case is considered individually; however, leave will not usually be granted if your child already has low attendance or if the leave coincides with important examinations.</li> <li>Therefore, no absence of any kind will be authorised for Year 2 and 6 from the beginning of the Spring Term until the National Curriculum Tests in early May.</li> </ul>
PARENT/GUARDIAN TO COMPLETE THIS SECTION	
Name of Child:	Class:
Is this the first request for absence this academic year? <span style="float: right;">YES / NO</span>	
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 White Meadows Primary Academy / 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.

Mother/Carer: Title \_\_\_\_\_ Full Name \_\_\_\_\_ Tel: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Father/Carer: Title \_\_\_\_\_ Full Name \_\_\_\_\_ Tel: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOL OFFICE TO COMPLETE THIS SECTION**

Current Attendance: _____ %	Supporting documents requested: Date: _____ By: _____
Days off Sick: _____ Leave of absence taken: _____	Received: _____
Other Absences: _____	
Code: _____	Date entered: _____
Reply sent: _____	Signed: _____

**HEAD TEACHER TO COMPLETE THIS SECTION**

Absence Authorised? YES / NO

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE.  
WHERE POSSIBLE YOU SHOULD GIVE AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE.**