



Request for Absence in Term Time 2018-2019

As part of the school Attendance Policy, parents can only request absence for their child in term time for exceptional circumstances; this does not normally include holidays. Any request for absence must be completed using this form. The completed form should be returned to the office **two weeks** in advance of the planned absence and permission should be sought before any bookings are made.

Permission is requested for the absence of:

Name(s)	Class(es)
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From:	To:	Term:
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Total number of days requested:

Please give details of the special circumstances which require absence from school during term time. **(If this section is not completed permission will be refused)**

Signature of parent or carer..... Date.....

<p>For Completion by office:</p> <p>Previous attendance record is: Above/below 95% for the previous period (term or year)</p> <p>The proposed dates coincide with</p> <p>Total number of days requested during the last 3 month period:</p> <p>If this total is above 10 sessions then a penalty notice maybe payable.</p>
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<p>HEADTEACHER'S DECISION:</p> <p>Permission for the above holiday is: Granted/Refused</p> <p>If permission has been refused the reason is because school cannot authorise holidays in term time and it means the absence will be considered as unauthorised.</p> <p>If this holiday is taken we will calculate the number of unauthorised absences in the last three months; if this is greater than 10 sessions (five days) then a penalty notice maybe issued by South Gloucestershire Council. Currently this amounts to £60 per pupil per parent.</p> <p>Signed.....</p>
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