



# 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><li>▪ 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>
<b>How to use this form</b>	
<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>	
<b>PARENT/GUARDIAN TO COMPLETE THIS SECTION</b>	
Name of Child:	Class:
Is this the first request for absence this academic year?	YES / NO
Dates of absence requested: Start date:                                  End date:	No. of school days requested:
Reason for absence:	
I have read and understood the guidance above. Signed:	Date:
<b>SCHOOL OFFICE TO COMPLETE THIS SECTION</b>	
Current Attendance:                                  %	Supporting documents requested: Date:                                  By:
Days off Sick:                                  Holiday taken:	Received:
Other Absences:	
Code:	Date entered:
Reply sent:	Signed:

