

## REQUEST FOR ABSENCE FROM SCHOOL DURING TERM TIME

**Please read the following important guidance before making a request:**

The current law does not give any entitlement to parents/carers to take their children on holiday during term time. Any applications for leave must be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.

Absence from school without the Head Teachers permission will be classed as unauthorised absence and may lead to the issuing of a Penalty Notice (fine). A Penalty Notice will be issued to a parent where more than 10 sessions of absence are recorded in 7 school weeks (ie. 70 sessions). There are 2 sessions per day, one in the morning and one in the afternoon.

Further information on school attendance and Penalty Notices can be found on the Council website:  
[INSET days and term-time absence \(somerset.gov.uk\)](http://somerset.gov.uk)

Period(s) of Absence Requested:		
From	To	No. of days
Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue on a separate sheet if needed.		
Name of Parent / Carer:		
Name of the adult your child is on holiday with (if different from above):		
Signature of Parent / Carer:		Date
A response will be emailed to you, please provide your email address for this purpose:		

.....  
 ..... *For internal use only:* .....

Student Name: ..... Tutor Group: .....

Date form received:	Current attendance (%)
Total number of days requested for absence during current academic year:	
Dates requested:	
From .....	To ..... No of Days ..... No of Sessions .....
Safeguarding paperwork completed and returned	(For sporting requests for absence)
Reply sent:.....	SIMS: .....

**AUTHORISED:** Your request has been authorised.  
**UNAUTHORISED:** Your request for a leave of absence during term time has not been authorised (NB – if you proceed to take the leave this may result in a Penalty Notice being issued)

Signed ..... Position ..... Date.....