



TORRE C of E ACADEMY

ABSENCE REQUEST FORM

I wish to apply for
(Names of children)

_____ CLASS _____

_____ CLASS _____

_____ CLASS _____

To be given permission to be absent from school fromto.....

Reason for absence request during term time including exceptional circumstances and details of why the absence must be taken in term time:

It is the responsibility of the parent/carer to demonstrate the exceptional circumstance on this form and include all evidence at the time of request. Please use an extra sheet if necessary.

I understand that the absence request may not be granted by the School and that if my child is absent from school without authorisation, I may be subject to a Penalty Notice of £60 per parent, per child from the Local Authority and/or prosecution. I confirm I have read the Schools Attendance Policy. This can be found on the school website.

I understand that the decision made by the School is final and there shall be no right of appeal against this decision.

Signature of parent/carer _____ Date _____

NB: If you do not receive confirmation that the absence has been authorised, within 10 days please contact the School.

.....**Office Use Only**.....

Unauthorised/authorised absences.....Attendance percentage.....

The above named child(ren) will be **authorised** as being absent
On and between _____ to _____

The above named child(ren) will **not be authorised** as being absent
On and between _____ to _____

Signed: _____ **Headteacher** **Date:** _____

Warning: If the **school** refuses your request and the child is taken out of the **school**, this will be recorded as an unauthorised absence. If your child has at least 10 unauthorised absences within a 6 month period you may be liable to a Penalty Notice for each child, payable by each parent/carer, and/or the subject of court proceedings which could result in a fine of up to £2500.