**PUPIL ABSENCE REQUEST FORM**

Pupil’s Name ………………………………………………………………………………………….. Year Group ………………

I wish to apply for my child to be absent from school during the following dates:

Date of first day of absence …………………………………………..Time if a part day……………………………………………

Date of last day of absence…………………………….………………Time if a part day…………………………………………..

Total number of school days missed ……………….

Reasons for absence from school:eg Holiday, appointment etc

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I am applying for my child, named above, to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for Irregular School Attendance.

Name of Parent/Carer making application ……………………………………………………………………………………

Signed ………………………………………………………………………………………………… Date ……………………………….

PLEASE RETURN THE COMPLETED APPLICATION FORM AT LEAST 2 WEEKS’ BEFORE THE INTENDED ABSENCE. THANK YOU.

Failing to ensure regular school attendance by taking your child out of school in term time for a holiday is an offence under section 444 (1) or section 444 (1A) of the 1996 Education act.  The maximum penalty for these offences is a fine of £2,500, three months’ imprisonment, or both.  Alternatively, the local authority/school may choose to impose a Section 444A Penalty Notice in the order of a fine instead of prosecuting for the offences given above.  The amount of the penalty notice is £160 (per parent, per child).  There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days.Failure to pay a Penalty Notice will result in prosecution, except in limited circumstances.