School Road
Seend
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Absence Request Form

Taking your child out of school during term time may harm your child's academic progress.

Amendments made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013 make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. These amendments come into force on 1st September 2017.

Circumstances which are notified to the school or Local Authority after a decision has been made by the Head teacher will not be considered. Therefore please be certain to provide details of the special circumstances relating to your application below and attach any supporting evidence.

Please read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised holidays during term time.

Name of Child(ren)	
Date of Birth	
Class	
Date of first day of absence	
Date of return	
Number of days requested	
Known siblings and school they attend	

Special Circumstances (reason) for holiday to be taken during term time:

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………..

Signed: _____ Date: _____

For school use
Attendance %:
Total sessions pupil absent this academic year:
Total unauthorised absence this year:
Request authorised: Yes/No

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I do / do not authorise NAME……………………………………………….……   *CLASS* …………….

to be absent from school on …………………………………………………………..

Signed Head Teacher_____   Date:_____