

## ABSENCE REQUEST FORM

<b>Pupil Details</b>
Name
Date of Birth
Class Teacher
Dates of requested absence:
Exceptional reason for absence:
I understand that keeping my child out of school for any longer than agreed or if my request is not granted, will result in the absence being recorded as unauthorised. This may result in action being taken against me for non-school attendance.
Parent/Carer Name:
Signature:
Date of request:

**The Education Regulations 2013 (Pupil Registration England)**  
*Leave of absence during term time will NOT be granted unless the Board of Trustees/Headteacher considers there are exceptional circumstances relating to the application.*

**EPN Criteria 2023/24**  
If your request meets the following criteria

- \*10 Sessions (5 Days) of unauthorised absence with under 90% attendance
- \* 20 Sessions (10 Days) of unauthorised absence
- \* Persistent late arrival at school after close of registration

*Any parent taking their child out of school for a holiday during term time will be issued with a £60 fine.  
(The fine will increase to £120 if payment not made within 21 days)*

Office use only	Included in Register:
Authorised by:	Number of days authorised:
Date contract sent to home:	Date returned: