



# Request for Absence Form

I wish to request permission for my child(ren) to be absent from school during the period and for the reasons shown below.

**CHILD'S NAME CLASS INCLUSIVE DATES OF ABSENCE**

Name of Pupil(s)	Class(es)	
First Date Absent from school ...../...../.....	Date Return to School ...../...../.....	
Date of Request	Total School Days Absent:	

**REASON FOR ABSENCE**

Please state the REASONS for the planned absence and the EXCEPTIONAL CIRCUMSTANCES why this absence cannot be planned for another time.

Parent Name ..... Parent Signature .....  
(For office use only)

For Completion of the school			
Child's Name(s)	Attendance	Attendance Previous Year	
Are both years attendance 100%	Yes/ no	Is the request an exceptional circumstance?	Yes/no
Comments from Head Teacher			
No absences other than exceptional circumstances will be authorised			

Authorised/Not Authorised by (Print).....Date ...../...../.....

Position in School .....Signature .....

## Important Information Regarding Absence During School Term Time

Dear Parent/Carer

You are discouraged from taking your child out of school during term time. Parents do not have an automatic right to remove their child from school during term time. The law is quite clear in suggesting that family holidays should be taken during school time only in exceptional circumstances and that this must be agreed in advance by the Headteacher.

In most cases, a request for a family holiday during term time will be refused. Unfortunately, there is no scope for the Headteacher agreeing to a family holiday on the basis that it is cheaper during term time than during the school holidays or that it cannot be taken at another time, unless the reasons for doing so are exceptional.

### Seeking Permission for Planned Absence

If you wish to seek the Headteacher's permission to take your child out of school during term time, please do so in writing, preferably by completing the application form which is available from the school office and via the school's website.

The Headteacher will consider your request and in making a decision will consider your child's current and projected attendance, attendance records from previous years, academic progress and any likely impact on school events, including tests. Each case will be considered individually.

If your child has been absent from school already during the school year and has a projected attendance of below 97% (the schools' target), it is likely that the request will be refused as any further absence will affect your child's overall attendance. Any request which is simply a statement of intent to take a family holiday and does not seek permission or explain the exceptional circumstances will not be authorised. Any family holiday taken without permission or notification will not be authorised and may result in a Penalty Notice and your child losing their school place.

Where a school has refused to authorise a family holiday and permission has not been granted, and at least 5 sessions (2.5 days) of unauthorised absence then occurs, a Penalty Notice could be issued by the Local Authority, following the school's request. A penalty notice is issued for each child and to each parent/carer of the child. Each Penalty Notice will incur a fine of **£120** which should be paid within **28 days**, which is reduced to **£60** if paid within the first **21 days**. Failure to pay the Penalty Notice may result in legal proceedings being taken against you. Other statutory action may also be considered under the Education Act 1996, which may result in you being summoned to the Magistrates Court. If you are found guilty you will receive a criminal record and may receive a fine of up to £2,500 and/or 3 months imprisonment.

In planning your holiday, please make sure you use our term dates.

Our term dates are always available from the office and via the website.

<http://oldmoat.manchester.sch.uk/>