



Request for Absence Form

Child's name Year

Date from date to Total No of Days

Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue overleaf if needed.

Signature of Parent(s)/Carer(s)

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This portion to be returned to parents/carers

Please note that even if this absence request is authorised you may still receive at some point letters of concern from either the school or Local Authority if your child's attendance drops below a level that the school deems acceptable,

Child's Name..... Year.....

Absence authorised fromto (Inclusive)

Absence unauthorised current attendance % as of/...../20.....

Signed(Headteacher) Date.....

NOTES TO PARENTS/CARERS

*The law does not grant parents/carers an automatic right to take their children out of school during term time. Permission **must** be sought in **advance**. If an absence is unauthorised and you chose to take your child out of school regardless a Penalty Notice may be issued. This is a fixed fine issued by Swindon Borough Council at the schools request. From the 1st September 2013 the fine will be £60 if paid within 21 days or £120 days. A Penalty Notice can be issued to each parent for each child. Failure to pay the Penalty Notice could result in prosecution through the courts.*