



ABSENCE REQUEST FORM

IMPORTANT

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

EPN Criteria from January 2019:

Any parent taking their child out of school for a holiday in term time will be issued with a £60 fine under the following criteria:

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- Persistently arrives late for school after the close of registration

PUPIL DETAILS

Name:

Date of Birth:

Class/Teacher:

Dates of Requested Absence:

Exceptional Reason for absence:

I understand that keeping my child off 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 none school attendance.

Parent/Carer Name:

Signature Date of Request

For school office use:

Authorised by: _____ No. of Days Authorised: _____

Date contract sent home: _____

Date returned: _____ Included in Register: _____