**Appendix C – Ely St Mary’s and Spring Meadow Pupil Absence Request Form**

**BEFORE READING AND COMPLETING THIS PAGE, PLEASE MAKE SURE YOU HAVE READ PAGE 1.**



**TERM TIME LEAVE - ABSENCE REQUEST FORM**

To: *The Headteacher*

*I wish to apply for Term Time Leave Absence from School*

Child’s name …………………………………………………. Class …….

Child’s name …………………………………………………. Class …….

Date from …………………………….............. Date to …………………………………………(inclusive)

Name of Parent(s)/Carer(s): …………………………………………………………………………………...

Address: …………………………………………………………………...………………………………………

………………………………………………………………………………………………………………………

**Please fully explain the exceptional circumstances that you would like the school to consider. This section must be** **completed. Please continue on a separate sheet if needed.**

**I understand that I may be required to attend a meeting with the Headteacher.**

Signature of Parent(s)/Carer(s) ……………………………………………………………………………………………..……………………...

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**To:**  and **(Names of Parents/Carers)**

(This portion to be copied and returned by post to parents/carers)

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

Pupil(s) name(s)………………………………………………………..………………………………………... Class..……………………………………………………………………………………………………….

from ………………………to ….………………..………. (Inclusive)

🞏 Absence authorised 🞏 Absence unauthorised

Current attendance ………… % as of ………/………/20……

Signed ………………………………………..……(Headteacher) Date……………………..

**NOTES TO PARENTS/CARERS**

If a pupil takes unauthorised term-time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a Penalty Notice. The fine for a penalty notice is £80 per child, per parent/carer, increasing to £160 if not paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term-time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child. For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.