

Pikemere School

Request for Absence in Term Time

- Headteachers may no longer grant **any** leave of absence during term time unless there are exceptional circumstances.
- Please avoid making non-urgent appointments during school time.
- This request form is to be completed by a parent/carer the child normally lives with.
- Unauthorised absence from school may result in the Local Education Authority issuing a Fixed Penalty Notice. The penalty is £120 per parent per child reduced to £60 per parent per child when paid within 28 days of being issued.
- The acceptance of exceptional and mitigating circumstances is entirely at the Headteacher's discretion.

Child's name: _____ **Class:** _____

Requested absence Date / time from: _____ Date / time to: _____

Total number of days requested _____

Total number of sessions _____

Reason: _____ (Please note each day = 2 sessions)

Please continue on a supplementary sheet if necessary and attach evidence of your exceptional and mitigating circumstances (e.g. hospital appointment confirmation, letter from your employer).

Name of parent/carer making the request: _____

Parent/carer signature: _____ Date: _____

Is there anyone else with parental responsibility that needs to be made aware of this? YES / NO

If yes, please supply their name and contact telephone number: _____

It is important to have read and understood the school's policy on attendance

TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL'S AUTHORISATION MAY RESULT IN THE SCHOOL REQUESTING THE LOCAL AUTHORITY TO ISSUE A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your children's regular attendance

FOR OFFICE USE

Date/time of appointment with Headteacher (if required)

Any objections from parent/carer with parental responsibility?

Outcome of request: REQUEST APPROVED / AUTHORISED ABSENCE

REQUEST DENIED / UNAUTHORISED ABSENCE

Headteacher's signature: _____

Date: _____

Date parent informed of the Headteacher's decision: _____