



Langdale C.E. Primary School

ABSENCE REQUEST FORM

PUPIL DETAILS	
Name	
Class	
ABSENCE REQUEST DETAILS	
Start date of requested absence	
End date of requested absence	
Return to school date	
Number of days child will be absent	
Reason for absence request (Please see the notes overleaf)	
Name of parent/carer (print)	
Signature	
Date	

Parents and carers should note that there is no automatic right for pupils to be granted authorised absences for family holidays. Langdale CE Primary School will consider every request for absences on an individual basis.

PLEASE NOTE:

Schools may not grant any leave of absence from school during term-time unless there are exceptional circumstances. Applications for leave of absence for the purpose of a holiday in term-time will be refused unless parents can demonstrate and prove there are exceptional circumstances relating to the holiday request.

In line with county policy, if you take your child out of school without permission this will be recorded as unauthorised absence and may result in each parent being issued with a fixed penalty fine for each child taken out of school. The minimum fine is £60.00.

When deciding whether to allow term-time leave, the following will be taken into consideration:

- The child's age
- The time and duration of the leave
- The child's record of attendance
- Previous term-time absences
- Whether there are exceptional circumstances relating to the request

Please take this guidance into account when you complete the form overleaf, by giving clear reasons for your request. Thank you.

FOR SCHOOL USE		
Percentage attendance in current academic year		
Previous leave this academic year		
Does the request coincide with SATs		
Mitigating circumstances		
Is the holiday approved	YES	NO
Signature of the Headteacher		
Date		
Register Code		