

ABSENCE REQUEST FORM (including holidays during term time)

To: The Principal / HeadTeacher of

I wish to apply to have an absence authorised, for:

Child's name Class/Year

Child's name Class/Year

Date from date to (inclusive)

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

Address:

Reason for requesting an absence during term time
(This section must be completed)

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

Office use only			<input type="checkbox"/> Absence authorised	Code _____
Date form received	No. of school days absence requested	% Attendance	<input type="checkbox"/> Absence unauthorised	
			Signed _____ Headteacher	

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This portion to be returned to parent/carers

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

Pupil(s) name(s).....

Class/Year.....

Absence authorised from to (Inclusive)

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

Signed (HeadTeacher)

Date.....

NOTES TO PARENTS/CARERS

When requesting authorisation for a period of avoidable absence the learning that will be missed as a result must be considered. The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. If you do not have Parental Responsibility and/or normally live with the child you **must** seek the consent of the parent/carer who does and that person should complete the form. Schools will only consider requests from parents/carers. Each school's Governors set their Attendance Policy which the school will then follow when deciding whether to allow term time leave for any reason. This policy should state the criteria for authorisation, example; attendance 95% or above; holiday not to be taken during the first three weeks of the autumn term, no absence during exam or assessment times etc.

Warning: If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and this may make you liable to a Penalty Notice for each child, payable by each parent/carer.



Ivybridge Community College

ABSENCE REQUEST FORM SIXTH FORM STUDENTS

Name of student _____

Date[s] of absence _____

Reason for absence _____

(Please note that Bursary payments may be effected by this request.)

Parental agreement to this request _____ [signature]

Tutor, Subject Teacher[s] and Heads of Year signatures MUST be obtained BEFORE absence.

(Please note that Subject Teachers do not sign because they agree with the holiday request, but because they have been informed of the intended absence)

Subjects	Informed of intent	
	Teacher[s]	signature[s]
	Teacher[s]	signature[s]

Tutor's signature _____ Date _____

Head of Year's signature _____ Date _____

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| 1. Parent/Guardian to complete Devon County Council form S2 (attached). |
| 2. Student to collect Signature[s] from Tutor, Subject Teachers and Year Team Leader. |
| 3. Tutor and Teachers to sign that he/she have been informed about the intended absence. |
| 4. Form to be returned to the Tertiary Attendance Officer, Tertiary Office |