Dear Parent / Carer

Term Time Absence Request Form

This form must be completed by the parent/guardian and submitted to the school **BEFORE** the period of absence. From September 2013 the Government has said schools may **NOT** grant **ANY** leave of absence during term time unless there are **EXCEPTIONAL** circumstances.

Exceptional circumstances does not include:

- Holiday cost
- Getting personal paperwork such as passports or visas updated (this should be planned into holiday periods)
- Visiting relatives (this should be planned into holiday periods)

Any time away from school can have a significant impact on educational attainment, success in later life and longer term health and well-being. In law, parents and carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at school.

Somerset County Council (SCC) supports schools:

- In expecting parents and carers to make sure that children and young people attend school regularly.
- In ensuring the law is upheld.

Please note that if the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. This may result in a Penalty Notice being issued or legal action being taken for poor attendance. Parents will have 21 days to pay this £60 fine, after which it goes up to £120. Failing to pay the fine will result in prosecution. It is the responsibility of each parent to ensure regular school attendance and failure to do so will result in each parent being charged with the offence.

Any request for leave must be made in writing to the Headteacher in advance.

Term Time Absence Request Form

NERROLS
PRIMARY SCHOOL AND NURSERY

I wish to apply for term time leave for my child(ren):

1) Full name_____ 1) Full name_____ 1) Full name_____

2) Class_____ 2) Class_____ 2) Class_____

3) Date of birth_____ 3) Date of birth_____ 3) Date of birth_____

Absent from school from_____(dd/mm/yy) until _____(dd/mm/yy) inclusive.

They will return to school on _____ (dd/mm/yy)

Reason for absence:

_____

_____

Exceptional circumstances (if applicable). Please tick one.

YOU MUST PROVIDE PROOF WITH YOUR FORM IN ORDER FOR THIS TO BE CONSIDERED.

☐ Emergency service / forces personnel with proof of enforced holiday period

☐ Unavoidable absence from school (at Head teacher's discretion)

Signed_____ (parent/guardian) Date_____

Office use only:

Current attendance percentage: (1) _____% (2) _____% (3) _____%

Authorised absences this year: (1) _____ (2) _____ (3) _____

Unauthorised absences this year: (1) _____ (2) _____ (3) _____

Absence authorised ☐ Absence not authorised ☐ Signed_____

Notes (if any) _____

If autumn term, prev. year attendance:

(1) _____% (2)_____% (3)_____%

Auth ____ Auth____ Auth _____

Unauth___ Unauth ___ Unauth ____