



UNCRC Article 28  
Every child has the right to an education

### TERM TIME ABSENCE REQUEST FORM

Every request for leave will be viewed on an individual basis. From 1st September 2013 the Department for Education regulations relating to term time absence state:

*“Amendments to the 2006 regulations remove reference to family holiday and extended leave as well as the statutory threshold of ten school days. **The amendments make clear that headteachers may not grant leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.**”*

I would also inform you that, should the school refuse a request for term time leave and your child is still taken out of school, this will be recorded as an unauthorised absence commonly referred to as truancy and may result in a penalty notice which currently stands at £120 (reducing to £60 if paid within 21 days) per parent, per child.

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#### Term Time Absence Request Form

Name of Child/Children: ..... Classes: .....

Request absence from (First day of absence): ..... Return to school on .....

Total number of days requested: .....

Please explain in **detail** the reason for proposed absence and include your holiday destination (in case it is abroad and you will need to isolate on your return)

Signature ..... (Parent/carer) Date: .....

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#### For Office Use Only

Current attendance .....%

Permission Granted: **Yes / No**

Letter sent to mother / father / carer: **Yes / No**

Signature: ..... (Headteacher)

Referral to Attendance Officer: **Yes / No**

Referral to DCC Attendance Improvement Team **Yes / No**

Fixed Penalty Warning Requested: **Yes / No**

Fixed Penalty Notice Requested: **Yes / No**