



Request for Absence in School Time



Please note: Requests for absence for holidays in term time will not be authorised.
For any absence, you may be asked to supply further supporting documents.

Parent/Carer Name and Address	Guidance
	<ul style="list-style-type: none"> Following Government legislation we are unable to authorise requests for holiday during term time. A referral will be made to WSCC and you may be issued with a Fixed Penalty Notice or prosecuted in a Magistrates Court if unauthorised holiday is taken.
How to use this form	
<ul style="list-style-type: none"> Use for all absences other than sickness. Return form to school in <u>advance</u> of requested absence otherwise the absence will automatically be unauthorised. Use a separate form for each child and each absence. 	<ul style="list-style-type: none"> Please be advised that leave of absence in term time is not a right and will only be granted under exceptional circumstances. Each case is considered individually; however, leave will not usually be granted if your child already has low attendance or if the leave coincides with important examinations. Therefore, no absence of any kind will be authorised for Year 2 and 6 from the beginning of the Spring Term until the National Curriculum Tests in early May.
PARENT/CARER TO COMPLETE THIS SECTION	
Name of Child:	Class:
Is this the first request for absence this academic year? YES / NO	
Dates of absence requested: Start date: End date:	No. of school days requested:
Reason for absence:	
Please provide the names of all siblings that attend The Globe Primary Academy / any other schools	
Name of Sibling	Name of School

Contact details whilst abroad/absent from school

If your child is being taken out of school during the term time and the details of their location is not provided, this could turn into a serious safeguarding issue. When a child is absent or missing from school, they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If the Parent/Carer fails to provide required information then the school may make a referral to the International Police and International Social Services as a 'missing child'.

Address whilst away: _____

Telephone number whilst away: _____

Email address whilst away _____

Please attach proof of where you will be whilst away

I make application for my child named over the page to have authorised absence from school. I understand that if this is not agreed then any subsequent absence will be treated as unauthorised and this could lead to a penalty notice or a summons to court for irregular school attendance.

I have read and understood the guidance above.

Parent* 1: Title _____ Full Name _____ Tel: _____

Relationship to child: _____ Signature: _____ Date: _____

Parent 2: Title _____ Full Name _____ Tel: _____

Relationship to child: _____ Signature: _____ Date: _____

*This is defined as any adult with legal parental responsibility for a child.

SCHOOL OFFICE TO COMPLETE THIS SECTION

Current Attendance: _____ %	Supporting documents requested: Date: _____ By: _____
Days off Sick: _____ Leave of absence taken: _____	Received: _____
Other Absences: _____	
Code: _____	Date entered: _____
Reply sent: _____	Signed: _____

**PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE.
WHERE POSSIBLE YOU SHOULD GIVE AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE.**