Bransty Primary School
Term time request of absence application

Pupil name		**Year Group**	
Date of first day of absence am or pm		**Date of return to school am or pm**	
Number of school days that your child will be absent from school			

Please detail the ***exceptional circumstance*** for which you are requesting leave of absence and **explain why** you consider this an exceptional circumstance in line with school policy descriptions.

I understand that if the absence request is unauthorised the Local Authority may be notified of the absence taken and a Penalty Notice may be issued. I understand that a penalty is issued to each parent for each child taken out of school and that this is a fine of £80 if paid within 21 days and £160 if paid between 21 and 28 days. I also understand that failure to pay a Penalty Notice will result in prosecution, except in limited circumstances.

Do they have any siblings in secondary school? Yes ☐ No ☐ Which School……

Name(s) of Parent/Carer (s) making application.

Dr/Mr/Mrs/ Ms Forename:		Surname:	
Dr/Mr/Mrs/ Ms Forename:		Surname:	
Signed:		Date:	

(Please ensure you are giving at least **7 days' notice** of the proposed absence; retrospective applications cannot be authorised)

For school to complete: ☐ AUTHORISED ☐ UNAUTHORISED a) b) c) d) (refers to categories below)

✂----------

This slip to be returned to Parent/Carer(s)

Bransty Primary School - Request for a Leave of Absence During Term Time

Dear……,

Child's Name…… Year Group……..

Your request for absence on the following dates: ___ / ___ / ___ to ___ / ___ / ___ =…….days, has been considered and is

☐ AUTHORISED ☐ UNAUTHORISED

a) Their attendance is currently:……
b) The request **does/does not** meet the criteria for 'exceptional circumstances'
c) They are **making/not making** good academic progress.
d) They **are/are not** being prepared for or taking tests during the absence

Please note: An **unauthorised** absence may be reported to the Local Authority and a Penalty Notice may be issued

Signed …… Date ___ / ___ / ___