



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/Guardian 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. No absence of any kind will be authorised for Year 6 from the beginning of the Spring Term until the National Curriculum Tests in early May.
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 be unauthorised Use a separate form for each child and each absence 	
PARENT/GUARDIAN 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:	
Does your child have school dinners? YES / NO	
If YES - please inform Chartwells on 01243 773239 of the dates of absence or you will be charged for the missed meals	
I have read and understood the guidance above. Signed:	Date:
SCHOOL OFFICE TO COMPLETE THIS SECTION	
Current Attendance: %	Supporting documents requested: Date: By:
Days off Sick: Holiday taken:	Received:
Other Absences:	
Code:	Date entered:
Reply sent:	Signed: