



School Term Time Absence Request Form

School attendance is compulsory for all pupils enrolled in school. There may be times when absence from school is required during expectational circumstances. For example, religious observance or immediate family bereavement. The Headteacher of a school may authorise absences during term time in accordance with the latest national policy.

We believe that if pupils are to benefit from education, good attendance is crucial. It is the policy of our school to celebrate achievement and full attendance is a critical factor to a productive and successful school career. I must take this opportunity to remind you, that should you still choose to take your child out of school unauthorised, then the school must inform the absence to the Local Authority Attendance Team. If you have parental responsibility, this could mean receiving any of the following:

- A penalty notice - The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days. If a Penalty Notice goes unpaid after 28 days, then court proceedings will be initiated
- If a previous penalty notice has been issued the Local Authority may decide to proceed directly to prosecution

If you believe that your reasons for taking your child out of school is exceptional, please complete the form below and return it to your school.

Pupil Name	
Class	
Dates of Absence Required	
Reason for Absence	
Signature	
Date	

If you require authorisation for a term time absence, please email this form to admin@rosley.cumbria.sch.uk. A school decision will be issued within 10 school days of receiving this request.

OFFICE USE:

Current attendance _____%

Head Teacher Approval YES / NO

Signed _____

Date: _____

Copy to be retained on pupil file and register.