



**Worksop Priory C of E Primary Academy  
Absence Request Form**

**Application by parent/carer for child's absence from school during term time  
(see guidance below and overleaf)**

Please return completed form to the school office giving at least 4 weeks' notice of intended absence.

Pupil's Name:		Class:	
Home Address:			
Parent/Carer Name:		Parent/Carer Name:	

I wish to apply for my child/children to be absent from school during the following dates:

First day of absence:		Last day of absence:	
Total number of school days missed:			
Is the absence from school due to exceptional circumstances:	Yes	No	
Reason for absence:			
Please continue on a separate sheet if necessary			

(a) I understand the guidance provided overleaf and realise that permission will not be granted unless there are exceptional circumstances.

(b) I understand the guidance with regard to penalty notices (fines).

Signed: ..... Parent / Carer      Date: .....



## Absence from school guidance

Schools are not able to grant any leave of holiday absence during term time unless there are exceptional circumstances.

### Exceptional circumstances where schools may grant a holiday in term time may include:

- A terminal illness in the close family
- Respite or prescribed therapy
- A parent is in the Armed Forces
- Day of religious observance up to a maximum of three days per year (funeral, wedding, christening)

### Exceptional circumstances do not cover:

- Family holiday
- Honeymoon
- Visiting family

If your request is not one of exceptional circumstance it will be categorised as an unauthorised absence from school. Unauthorised absence can lead to the issuing of a penalty notice where a pupil is absent from school for more than 10% of the time in any six week period. If you still choose to remove your child/children from school you will be at risk of receiving a penalty notice issued by Nottinghamshire County Council.

Details of payment arrangements will be included on the penalty notice. The penalty must be paid in full. The penalty is £120 per child and per adult (over 18) residing at the home address. For example, for a family with two children and two parents, the fine will be  $£120 \times 2 \times 2 = £480$ . This will be reduced to £60 per child per adult if paid within 21 days.

If the penalty notice is not paid in full within 28 days of issue, the Local Authority is required to start legal proceedings against you in the Magistrates' Court for the original offence of failing to ensure your child attends school regularly. This may lead to a fine of up to £1,000.

If any parent wishes to request leave of absence and they believe they have exceptional circumstances, this needs to be put in writing to the school governors for consideration.