

# NORDEN COMMUNITY PRIMARY SHOOOL - PUPIL ABSENCE REQUEST

For the attention of the Headteacher/Chair of Governing Body

Note to Parents/Carers:

The Governing Body has a discretionary power to grant up to 5 school days leave of absence in any academic year (September to August). **This will only be granted in exceptional circumstances and the pupil's level of attendance will be taken into account when any request for leave of absence in term time is considered. Holidays are not considered to be exceptional circumstances.** Parents are reminded that leave of absence in term time is **not** a right, and is only granted with the greatest reluctance, as **any** absence has a detrimental effect on a pupil's academic progress and overall attendance level.

**NB Holidays cannot be authorised during term time**  
**Proof of travel/booking is required**

Pupil's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Pupil's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Pupil's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

E-mail (reply will be e-mailed): \_\_\_\_\_

First Day of Absence	Returning to School on *	Number of school days absent

***\*Failure to return on date stated above can result in pupil(s) being taken off roll***

Reason for absence:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### DECLARATION

I confirm that the details given on this form are correct and that it is necessary for the leave of absence to be taken during term time for the reasons stated.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_ (Please print)

### FOR SCHOOL USE ONLY

### Attendance

	Total	Authorised	Unauthorised
Pupil's Name _____	% _____	% _____	% _____
Pupil's Name _____	% _____	% _____	% _____
Pupil's Name _____	% _____	% _____	% _____

This application is : **Denied / Granted (Delete appropriately)**

Will a fixed penalty notice be issued? **Yes / No (Delete appropriately)**

(£60 per child per parent if payment received within 21 days, and £120 is paid after this but within 28 days).  
 More information regarding Penalty Notices can be found on our School website.

Authorised By: \_\_\_\_\_ Date: \_\_\_\_\_

Added to sims

Sent on parentmail

Teacher advised