



Absence Request Form (exceptional circumstances only)

To: The Principal/ Head teacher of: **Samuel Pepys School**

I wish to apply to have an 'avoidable' absence authorised for;

Child's Name.....**Class/Year**.....

Date from **date to**.....**(inclusive)**

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

Please fully explain the exceptional circumstances that you would like the school to consider. This section must be fully completed. Please continue on a separate sheet if needed.

Signature of Parent(s)/Carer(s)

Office use only			<input type="checkbox"/> Absence authorised Code _____
Date form received	No of school days absence requested	% Attendance	<input type="checkbox"/> Absence unauthorised
			Signed _____ Headteacher

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Copy to be returned to Parents

Please note that even if this absence request is authorised you may still receive letter of concern from either the school or Local Authority if your child's attendance drops below a level the school deems acceptable

Pupil Name.....Class.....

Absence authorised From.....to.....(inclusive)

Absence unauthorised

Signed.....(Head Teacher) Date.....

Notes to Parents

The law does not grant parent/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must use Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactory up to the date covered by this request

Warning: If the school refuses you request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount unauthorised absence may make you liable to a Penalty Notice for each child, payable by each parent/carer, or the subject of court order proceedings which could result in a fine of up to £2,500