**Request for Absence of School Child**

**Amended 2006 Pupil Registration Regulations**

This form duly completed is to be forwarded to the Head Teacher of the School attended by the child before the requested period of absence.

**Name of Child :**

Request to be absent from school (give dates)

**From: To:**

**Total Days:**

**Reason for Absence:**

Parents of a child of compulsory school age are under a legal duty to ensure the regular attendance of that child at the school where he/she is a registered pupil. Failure to fulfil this duty may result in the Local Education Authority prosecuting parents. If found guilty of the offence, each parent can be fined £60.00 per child which must be paid within 21 days and this charge will rise to £120 per parent per child and must be paid within 28 days to avoid prosecution. ***Absence during a school term is not an entitlement*** and leave taken in term time will adversely affect the child’s attendance record.

Whilst the Governing Body would not encourage leave of absence during term time, it expects the Headteacher to give due consideration to any such requests.

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Signature of Parent/Carer

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

Request Authorised / Refused by Head Teacher

Letter confirming decision sent to parent/carer on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_