



**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	<input type="checkbox"/>	No <input type="checkbox"/>
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
- Religious observance

### **Exceptional circumstances do not cover:**

- Family holiday
- Honeymoon
- Visiting family
- Weddings or Christenings

If an absence is not authorised by school, your child's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.

The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution but may not be issued if prosecution is considered to be a more appropriate response to the attendance issues.

Therefore, your child's irregular attendance could result in one of the following actions:

1. A Penalty Notice being issued. Each penalty notice is £60 if paid within the first 21 days, rising to £120 if paid between 22-28 days. Failure to pay will result in prosecution.
2. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment.