**Term time absence request**

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| --- | --- |
| Abbey Farm Educate Together have to comply with the government regulations and Swindon’s Education Welfare Service policy on holidays in term time. This is as follows: | |
| **Authorised**  *Absences from school will be* ***authorised*** *for the following reasons:*  -Genuine illness  -Unavoidable medical/dental appointments, we will need to see the appointment, or the clinic should stamp a note confirming the appointment has to be during the school day  -Day of religious observance – 1 day only allowed  -Exceptional family circumstances | **Unauthorised**  *Absences from school will be* ***unauthorised*** *(even with a note) for the following reasons:*  -Birthday, family celebration, family illness  -Shopping  -Minding the house, caring for siblings  -Parental illness  -Holidays unless due to exceptional circumstances. Exceptional circumstances are **not** cost, availability, family event, family illness. |
| **Holidays during Term-time**  Parents need to complete the ‘Term time absence request’ form if they wish to take a child on holiday during term time.  Unauthorised absence may incur a penalty notice from the Education Welfare Service who may issue a Penalty Notice of  up to £60 per child per parent if the child is over 5 years old. This rises to £120 if not paid within 21 days with the  possibility of prosecution after 28days non-payment.   |  |  |  | | --- | --- | --- | | Student(s): | | Class: | |  | | Class: | |  | | Class: | | Reason for absence: | | | | First day of absence  / / | Last day of absence  / / | Total number of days absent | | |

SIGNED:…………..…………………………………………………………NAME:………..………………………………………………………

Date / /

Please return to the office

**FOR SCHOOL USE ONLY**

Your request for leave from learning has been **Authorised/Unauthorised** and coded as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Holiday - Agreed** |  | **Holiday - Not Agreed** |  | **Other authorised circumstances** |  | **Unauthorised Absence** |  |

**SIGNED:** ……………………………………………………….**NAME:** …………………………………………...……………… **DATE**  / /