



Linby cum Papplewick C of E Primary School

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:			
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.

Signed: Parent / Carer Date:



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Absence from school guidance

Schools are not permitted to grant any leave of holiday absence during term time unless there are exceptional circumstances. Holidays taken within term time need to be requested as soon as possible in writing and at least four weeks prior to the holiday taking place.

Exceptional circumstances do not cover:

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

A school day is broken down into two sessions. AM and PM. There are 10 sessions in a school week.

If your child has more than 5 days or 10 unauthorised sessions over a period of 10 weeks, you will be issued with a fine from the local authority (Nottinghamshire County Council). This includes term time holidays and unauthorised sessions/days a child is not in school. It does not have to be 10 consecutive days. Please note unauthorised absence also includes arriving to school late (after 9:21am) without prior arrangement/notification.

If an absence is not authorised by school, your child's attendance may be deemed to be irregular. If a child of compulsory school age (over 5 years of 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.

Penalty Notice Information:

First Offence: £160.00 per parent per child when paid within 28 days. This is reduced to £80.00 per parent per child if paid within 21 days.

Second Offence: (within 3 years of the first offence) £160.00 per parent per child to be paid within 21 days. (There is no reduction for early payment).

Third Offence: (Within a three-year rolling period) No fine is issued for a third offence. You will be referred directly to Magistrates Court. Fines of up to £2500.00 per child per parent may be issued.

Please note these penalties are statutory and not set or received by the school