



Please note there are very few reasons which allow schools to be able to authorise an absence: We cannot authorise any term time holidays or extended visits to family. If the absence is overseas parents/carers must supply the school with evidence of flight details clearly showing the return data.

Reason for absence: (continue on a separate sheet if necessary).....

I wish this absence to be treated as an authorised exceptional absence YES/NO (Please circle)

Dates: From (1st day of absence)..... Until (last day of absence)

Number of school days which will be missed (do not include weekends or school holidays). **Days missed over last 12 months** _____

Parent Details

Name of parent (1)..... Signed Date

Name of parent (2)..... Signed Date

To be completed by parent			To be completed by the school that the child attends				
Please list the names of all children who will be absent			Current Attendance	Date of Receipt:		Recorded by:	
Name of child (please print)	School	Class or Year Group		Name (please print)	Signed and Dated	Authorised Y/N	

This form must be completed and signed by the parent(s) taking the children out of school during term-time in advance of the absence.

Please note if 10 sessions over a 10 week period are missed and the reason is unauthorised absence due to holiday, a referral will be made to Attendance Services to issue a Fixed Penalty Notice – this will be £160 per pupil per parent.

For school use: In the event of late, email or telephone submission, how was the parent notified that absence was unauthorised?	
Signed:	Date: