



Request for Absence in Term Time

Completed forms need to be returned to the office well in advance of the proposed absence, and before any holiday booking is made.

Permission is requested for the absence of:	
Name: _____	Class: _____
From (date) _____ to _____ inclusive.	
Total number of school days = _____	

Please give details of the special circumstances which require absence from school during term time. **(If this section is not completed permission will be refused.)** Please continue on another page if needed.

South Gloucestershire Council has stated that any unauthorised leave of 10 or more sessions total (equivalent to 5 days or more) in 10 school weeks can result in the school requesting the Local Authority issue a penalty notice. Please see the additional information attached to this form, or visit www.southglos.gov.uk > Schools and Learning > Attendance > Fixed Penalty Notices

Declaration: I understand that, if this absence is taken after being refused, it will be classed as an unauthorised absence.

Signature of parent or carer:..... **Date:**

For completion by office:

Previous attendance record is:	good (100-96%) / poor (below 95%)
Notes (eg events during absence period):	
HEADTEACHER'S DECISION	
Permission for an absence from to(inclusive) is granted	
Permission for an absence from to(inclusive) is refused	
If permission has been refused the reason is:	
<input type="checkbox"/> In accordance with our attendance policy, holidays during term time are not authorised and may be subject to a penalty notice	
<input type="checkbox"/>	
Signature:	

Copy returned to parent (date)		FPN info attached Y / N	Absence recorded on SIMS	
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