



## Request for Term Time Absence

Educate Together Academies have to comply with the government regulations and local authority policy on holidays in term time. This is as follows:

### Authorised/unauthorised absences

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

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.

### Term Time Absence

Parents need to complete the Term Time Absence Request Form if they wish to take a child out of school during term time. Unauthorised absence can 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 a prosecution possible after 28 days non-payment.

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 I request authorisation to remove my child ..... from school for ..... days. The exceptional circumstances that require it to be taken in term time are.....

The dates are: ..... until .....

I understand that my child may miss important parts of their learning and that work will not be provided nor time spent on one- to one catch up work.

Signed ..... parent/carer

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**Authorisation**

I authorise/do not authorise you to remove your child .....from school

from ..... until .....

Your child will miss .....

Signed ..... Headteacher Date .....