

EVELYN CP SCHOOL

ABSENCE REQUEST FORM

The staff at Evelyn CP School hold high attendance and punctuality as a vital element in the life of every school child. Any child not achieving 85% attendance will be referred to the Education Welfare Officer.

From 1st September 2013, **the new DfE (Department for Education) law gives no entitlement to parents to take their child on holiday during term time.** Any application for leave must only be in **exceptional circumstances** and the headteacher must be satisfied that that the circumstances are **exceptional** and warrant the granting of leave. **Headteachers are not expected to class any term time holiday as exceptional.** Parents can receive a Penalty Notice from the Local Authority for taking their child on holiday during term time without consent from the school. From September 2013 these Notices now cost £60 per child, if paid within 21 days, and £120 if paid between 22 and 28 days.

Thank you for your co-operation.

Name of child	
Year group	
Dates of requested absence	
Exceptional reason for taking leave in term time	

Please remember that authorised absence is not automatically granted and will depend on the exceptional circumstance and the child's current and past attendance percentage.

Signature of parent/guardian

Authorisation given/ not given

Reason

Signature of headteacher

For office use only:

Percentage attendance for current academic year