



Application For School Absence During Term Time

Pupils attend school for 190 days each academic year. Friezland Primary School believes that regular attendance is vital for all pupils if they are to gain the most from the education we provide. There are clearly documented links between regular attendance and attainment. At Friezland Primary School we expect every child to have attendance of 97% or above.

All young people have a right to an education. A child is of statutory school age between 5 and 16. Parents / carers have a legal responsibility to ensure their child attends regularly and punctually. If a child does not, parents / carers may be breaking the law.

The individual circumstances regarding the authorisation of an absence taken during term time will be considered by the Headteacher and on occasion, the Governing Board. Holiday absence requests will only be authorised in exceptional circumstances and will usually be recorded as an unauthorised absence. Unauthorised absences that accumulate to 10 sessions / 5 days within an academic year will lead to a penalty charge being issued by the LA at a rate of £60 per parent, per child.

Example fixed penalty	If paid within 28 days	If paid between 28-42 days	42+ days
1 parent, 1 child	£60.00	£120.00	<i>Liable for prosecution</i>
1 parent, 2 children	£120.00	£240.00	
2 parents, 1 child	£120.00	£240.00	
2 parents, 2 children	£240.00	£480.00	

If you wish to make an application for absence from school during term time, please complete the details below and return the form to school at least **four weeks** before the intended absence unless there are exceptional circumstances e.g. bereavement. You will receive written notification regarding the outcome of your request within 10 working days of receipt.

Childs full name:	
Date of Birth:	Year group:
Name of Parent / Carer 1:	Name of Parent / Carer 2:
Full address:	Emergency contact number:
Reason for absence request:	
Date of first day of absence:	Date due back in school:
Number of absent school days:	
Signed:	Print name:
Date:	



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SCHOOL SECTION

Date request received by school	
Pupil(s) who will be absent	
Total number of absent school days	
Reason for absence	
Authorised absence	State why (e.g. exceptional circumstances: bereavement, serious illness etc.)
Unauthorised absence	State why (e.g. not exceptional)
Number of any previous absences this current academic year (authorised & unauthorised)	
Any further details requested e.g. medical note / travel itinerary	
Signed Headteacher Date	
Signed Office Administrator Date	
Date written notification sent to parent / carer	