



REQUEST FOR TERM TIME ABSENCE

Dear Parents and Carers,

We would like to remind you of the Department for Education (DfE) guidance on school attendance, especially regarding term-time holidays.

- **Holidays during term time cannot be authorised.**
Headteachers are only allowed to grant leave in very limited cases such as days for religious observance, unavoidable medical appointments, bereavement and external examinations. Family holidays are not considered exceptional.
- **Requests for leave must be made in advance and in writing using the form below.**
Please contact the school as early as possible if you believe your situation is exceptional.
- **Unauthorised absences may result in a fine.**
If leave is taken without permission, we are required to notify the local authority. This could result in a fixed penalty notice of £80 per parent, per child (rising to £160 if not paid within 21 days).
- **Good attendance is vital.**
There is clear evidence that regular attendance supports academic success and social and emotional development.

We understand that family life can be complex, and we are always happy to discuss individual circumstances.

Child's name: _____

Current attendance (you can see this on the Arbor app): _____

99%	97%	95%	90%	85%
Excellent	Good	Slight concern	Concerned	Very concerned

First day of absence: _____

Total number of days requested: _____

Date your child will be returning to school: _____

Please use the box below to explain the reason for your request. The Headteacher may contact you to discuss it, especially if your child's attendance is already a concern.