



Headteacher
Mr Matthew Walker

ABSENCE / HOLIDAY REQUEST FORM (Term time)

Notes to Parents/Guardians

What does the law say about parental duty concerning children's education?

- Parents must make sure that their children receive efficient full time education in school or elsewhere.
- Once a child is registered at school, the parent must make sure that the child attends regularly.
- Parents should inform the school of the reasons for any unavoidable absence on the first day.
- Parents may request term time absence only in special or exceptional circumstances; this should be made by completing this form and given to the Headteacher, giving as much notice as possible.

What is unauthorised absence?

- Only the Headteacher can decide if the reason given for absence is acceptable. If the Headteacher decides that the reason given for absence is unacceptable, the absence will remain unauthorised.

Parents can face legal and financial sanctions if their child fails to attend school

- Fixed Penalty Notices to the amount of £120 per parent, per child, this amount will reduce to £60 per parent, per child if paid within 21 days.
- An Education Supervision Order issued by the family court.
- Prosecution in a Magistrates' court.

I wish to apply for *name(s) of child* _____

Class _____

to be absent from Great Orton Primary School from:

(start date) _____/_____/_____

(return to school date) _____/_____/_____

Total number of school days _____

Reason for absence during term time:
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Signature of Parent / Guardian _____

Date _____

This request may be discussed with the Governing Body Attendance Panel

AUTHORISED. Great Orton Primary School agrees to your child(ren) being absent from school on the specified dates above. _____ (school days)

UNAUTHORISED. Great Orton Primary School does not authorise your request for leave during term time. Should you have any queries, please contact Mr M Walker on (01228) 711602.

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

Please see Cumbria County Council website for further information.

