**FRITWELL CHURCH OF ENGLAND SCHOOL**

 **ABSENCE REQUEST FORM DURING TERM TIME**

**WARNING:** If the school refuses your request and the child is taken out of school, this will be recorded as **unauthorised absence** and this may make you liable to a fine.

**Holidays, weekends away or family get-togethers will not be considered unless they fit the criteria for exceptional circumstances**

**TO THE HEAD TEACHER**

I wish to apply for

NAME(S) OF CHILD (REN) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­ CLASS \_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­ CLASS \_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­ CLASS \_\_\_\_\_\_\_\_\_

To be authorised as being absent from school from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of school days\_\_\_\_\_\_\_\_\_\_

**REASON FOR REQUEST FOR ABSENCE DURING TERM TIME:**

**PLEASE GIVE THE EXCEPTIONAL CIRCUMSTANCES under which this request is made e.g. parent is in the armed forces and is prevented from taking leave at any other time or a family crisis. Leave will not be granted for holidays, weekends away or family get-togethers that do not fit the criteria for exceptional circumstances.**

**Signature of**

**Parent/Carer……………………………………………………..Date…………………………………………..**

□ **AUTHORISED**

□**UNAUTHORISED** as it does not fit the criteria for exceptional circumstances.

If leave is taken without authorisation the school is required to report the absence to the LA who may issue a penalty notice**.**

**Signed……………………………………………………….Head Teacher Date………………………**