



## REQUEST FOR ABSENCE IN TERM TIME – APPLICATION FORM

Please complete this form and return it to the school AT LEAST SIX WEEKS before the date when you want the absence date. (A separate application must be completed for each child) NB: The school, governors and government do not endorse any time off school. This form does not imply that authorisation will be granted but is more a vehicle for obtaining relevant information.

**Please note the first time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be £160 per parent per child paid within 28 days reduced to £80 per parent per child if paid within 21 days.**

**Within 3 years of the first offence the second time a Penalty Notice is issued for unauthorised absence the amount will be £160 per parent per child paid within 28 days and NO reduction for early payment.**

**The third time an offence is committed for unauthorised term time leave a Penalty Notice will not be issued but the case will be presented straight to the Magistrates' Court. Fines can be around £2500 per parent, per child. Cases found to be guilty in Magistrates' Court can show as a criminal record and also on the parent's future DBS certificates due to 'failure to safeguard a child's education'.**

Child's full name		Date of birth	
Class		Address:	
Ethnicity			
Period of absence: ..... days		From:	To:
Please explain the exceptional circumstances of why the holiday MUST be in term time. Please provide written evidence for the circumstances cited*.			
Do you have children in other local schools? If so please name them and the schools which they attend.	Name	School	
	Name	School	
	Name	School	
Name:	Relationship to child		
Signed:	Date:		

Headteacher: **MISS N MEHAT**

**WEXHAM COURT PRIMARY SCHOOL**  
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# Absence in Term Time – 2025-2026



## Information for parents/carers:

- There is no automatic right to absence for a family holiday. Authorisation will depend on whether the application meets the school's criteria including the pupil's current attendance record.
- Request for the absence should be submitted to the school no less than 6 weeks prior to the start of the holiday by the parent/carer with whom the child normally lives.
- Authorisation during examination periods (eg SATs) and in the first term of any new school placement will not be granted, nor will time off either side of school holidays be granted.
- Any requests for extended absence from school (more than ten school days in any academic year) will require an interview with a senior member of school staff. Only in exceptional circumstances will such leave be authorised.

### \*Acceptable Evidence:

- Proof of when tickets were booked
- Copies of the outgoing and return tickets
- If you are citing a death in the family as a reason for travel, please provide a copy of the death certificate
- If you are citing a critical illness within the family, please provide a doctor/consultant's report.

### For school use:

Does this request meet 'special circumstances' criteria?		Timetable checked?	
Class teacher consulted?		Previous holiday checked?	
Current attendance %		Interview offered to parent/ carer?	
If interview offered – date of interview			
Request for leave of absence authorised?			
Is fine applicable?			
Signature	Date		

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