

**Churchfields Infants' School, Nursery Unit & Language Facility
TERM TIME ABSENCE REQUEST FORM**

CHILD'S NAME:	CLASS:
DATE OF BIRTH:	<i>Pupils attend school for a maximum 190 days each academic year. Full attendance is vital for your child's educational progress. The school regards absence as a very serious concern and it is a proven fact there is a clear link between poor attendance at school and lower academic achievement (Department for Education (DfE), 2012). The DfE (2013) state that leave of absence requests for holidays should not be granted. The school will only grant leave in term time in the most exceptional circumstances for which evidence will be requested. Request for leave during term time must be applied for in advance. Leave taken without the permission of the Headteacher will be recorded as unauthorised and you may be liable to a Penalty Notice fine of £120 per parent, per child (£60 per parent, per child if paid within 21 days). The fines will be issued by Redbridge Education Welfare Service.</i>
Home Address:	
Postcode:	
Home telephone number:	
Mother's Name:	
Father's Name:	
Dates of Absence (inclusive): From:..... To:.....	
Total School Days Absent:	
Reason for absence:	

PLEASE SUBMIT YOUR LEAVE APPLICATION PRIOR TO ABSENCE. YOU WILL BE NOTIFIED AS TO HEADTEACHER'S DECISION AS SOON AS POSSIBLE.

SCHOOL USE ONLY:	
Evidence requested:	YES / NO
Absence:	AUTHORISED / UNAUTHORISED
Penalty Notice:	YES / NO
Headteacher's Signature	Date
I have read and understood the above information:	
Parent Signature	Date

OFFICE USE ONLY:

Attendance:

Previous requests:
(including dates)

Headteacher's comments:

Action: