



Caroline Chisholm School Cluster

# REQUEST FOR ABSENCE IN TERM TIME

## Parents may request absence in term time in exceptional circumstances only

Under current government legislation, the school is unable to allow absence in term for the purpose of a holiday under any circumstances. Please be aware that any holiday in term time will be treated as unauthorised and could result in a fine of £60 per child, per parent, being issued by Northamptonshire County Council. The regulations do allow the school to continue to authorise absence in “exceptional circumstances”.

Reason for the planned absence request in exceptional circumstances	Please give details of circumstances (Please continue overleaf as required)
<b>Medical</b> Appointment of ½ day or more absence only.	
<b>Religious/Faith Observance</b>	
<b>Bereavement /Compassionate</b>	
<b>Family Wedding/Civil Partnership</b> Date and location of ceremony. Child’s relationship to participants.	
<b>Family Crisis</b>	
<b>Examinations off-site</b>	
<b>Educational Opportunity</b> Sport & Performance Activities	
<b>Attendance required by other public organisation including a school</b>	
<b>Family Relocation visit</b>	
<b>Other exceptional reason for absence</b>	

Child’s Name				Class/Tutor Group	
Dates requested from		to		Total school days missed	
Parent/Carer signature			Print Name	Date	

### School Authorisation Section

Number of school days authorised absence		
Dates of authorised absence		
Number of school days unauthorised absence		
Dates of unauthorised absence		
Signed	Date	
Print name MARK THOMAS	Position	HEADTEACHER

School authorisation stamp

***Parents should retain their copy of the authorisation in case they are required to prove their child has authorised absence during term time.***