



HOOK JUNIOR SCHOOL

Request For Pupil Absence from School in Term Time

This leave of absence form serves as a Penalty Notice Warning letter to parent/carers. Any unauthorised absence during this period of time may be subject to a penalty notice for non-attendance being issued.

You are advised not to make any arrangements until your request has been considered.

Applications must be received, as a minimum, 10 days before the first day of absence.

Both parents who have parental responsibility should sign this form, even if the child does not reside with you, as any penalty for removing a child from school for an unauthorised absence will apply to both parents.

Schools are only able to authorise absence for exceptional circumstances only.

There are 13 weeks of the year, during school holidays when absence for a family holiday can be taken

Details of Hampshire school holidays are available from the Hampshire website and it is parents' responsibility to know these.

There is no general right to authorise absence for a family holiday and we will not authorise absence for a family holiday in term time.

If you take your child out of school without permission the absence will be unauthorised and we will consider legal action.

School use only:

Date application is received by school office

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Is this at least 10 days prior to first day of absence

YES NO

SECTION A – I wish to apply to the Headteacher for leave of absence in term time:

Child's name:..... Class:

Child's name:..... Class:

Child's name:..... Class:

Please indicate inclusive dates and times:

From:.....

To:.....

Number of school days:.....

SECTION B - Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**. If you are requesting authorisation to attend a specific event, travel or an appointment you must provide evidence.

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Please detail the evidence you are providing to support your application for leave of absence in term time (flight details, invitations, letters, appointments, government documentation):

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SECTION C - I / We have parental responsibility for the child named above. The information given on this form is correct.

Role of Parent/Carer 1:

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Name:

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Signature: **I agree** to the application for this absence

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Signature: **I disagree** to the application for this absence

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Date

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Role of Parent/Carer 2:

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Name:

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Signature: **I agree** to the application for this absence

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Signature: **I disagree** to the application for this absence

.....

Date

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SECTION D – School use only

	<p>Request is not approved and is unauthorised as the circumstances are not considered to be exceptional, the absence will negatively impact on your child's/children's educational progress, social development and/or mental health.</p> <p>You may be subject to a fixed penalty fine.</p>
	<p>You are requested to make an appointment with the Attendance Leader to discuss your absence application.</p>
	<p>You are requested to make an appointment with the Headteacher to discuss your absence application.</p>
	<p>Request for leave of absence in term time is approved and recorded</p>
	<p>From:.....To:.....</p> <p>Number of days:.....</p>

Signed Headteacher (or DHT on HT behalf)

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Date

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