West Oxford Community Primary School

Absence Request

West Oxford Community Primary School expects children to attend school every day during term time. Regular attendance is important because every school day provides valuable opportunities for learning and development.

Holidays during term time will not be authorised. Leave of absence can only be authorised in exceptional circumstances and must be requested in advance using this form. Requests are considered by the Headteacher on an individual basis, in line with government and local authority guidance. You should not make any non-refundable arrangements until you have received confirmation that the absence has been authorised.

Requests should be made as early as possible and, wherever practicable, at least four weeks before the proposed absence. The school may ask for supporting information or evidence when considering a request.

If leave is not authorised and your child is absent, the absence will be recorded as unauthorised. A penalty notice may be requested when a child has 10 unauthorised sessions within a rolling period of 10 school weeks. This may include term-time holidays and other unauthorised absence. There are 2 sessions in each school day – morning and afternoon.

In Oxfordshire, a penalty notice is currently £80 per parent, per child if paid within 21 days, increasing to £160 if paid between 21 and 28 days. A second penalty notice for the same parent and child within a rolling three-year period is charged at £160, with no option to pay the lower amount.

Submitting this form does not mean that the absence has been authorised. Parents/carers will be notified of the Headteacher's decision.

I wish to apply for the following child(ren)

Name	**Class**

To be authorised as being absent from school from

	to		inclusive

Reason for request for absence during term time. If holiday request, list the exceptional circumstances which mean that the holiday must be taken in term time:

Signature of Parent/Carer		Date:	

☐ **APPROVED** The school agrees to your child being absent from school on the specified dates.

☐ **UNAUTHORISED** The school does not authorise your request for leave in term time for the following reason:

Signed (Head teacher)		Date:	