



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 £80-£160 per child, per parent, being issued by West Northants 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)
Medical (Appointment of ½ day or more absence only)	
Religious/Faith Observance	
Bereavement /Compassionate	
Family Wedding/Civil Partnership Date and location of ceremony	
Family Crisis	
Examinations off-site	
Educational Opportunity Sport & Performance Activities	
Attendance required by other public organisation including a school	
Family Relocation visit	
Other exceptional reason for absence	

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 Horsley	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.