

Request for student absence

Guidance

If you are requesting time off for reasons other than medical, please note that a new National Framework for Penalty Notices for school absences, including unauthorised holiday absences, is in effect. Penalty Notices are requested by schools and issued by the Local Authority to the parents/carers, per parent, per child. For example, two children in a family absent from school for a leave of absence may result in each parent receiving a Penalty Notice at the rates below for each child. A national threshold of 10 unauthorised sessions for any reason (equivalent to 5 school days) within a rolling 10-school-week period for when a penalty notice must be considered. The penalty fine is £80 if paid in 21 days. If the fine is not paid within the first 21 days, it will rise to £160 if paid within 28 days of being issued.

Student's Name:		Year group	
First day of absence/time:			
Last day of absence/time:			
Reason for absence from school:			
Parent/Carer:			
Signed:			
Date:			
Read guidance:			

For office use only:

Total number of days

Total number of authorised days

Total number of unauthorised days

Added to Arbor

Signed:

Name:

Date: