



## Absence Request Form

Please complete and email this form to [absences@blighfed.medway.sch.uk](mailto:absences@blighfed.medway.sch.uk) with any supporting documents attached or alternatively, hand in to the school office **at least 2 school weeks in advance of your proposed absence.**

We consider every request for absence in relation to the individual pupil's attendance and educational attainment, therefore absence requests may involve an interview with the Headteacher or school representative.

Absences which are not agreed will be marked as unauthorised and the Attendance Advisory Practitioner may follow procedures for issuing penalty notices (£60) to each parent for each child.

Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to move quickly on prosecutions.

If you have any queries, please email [absences@blighfed.medway.sch.uk](mailto:absences@blighfed.medway.sch.uk) or telephone 01634 336220

Name of Pupil:	Class:	Year:
Name of Pupil:	Class:	Year:
Name of Pupil:	Class:	Year:
Address: .....		
.....		
Absence requested from:	to:	
Return to school date:	Number of school days absent:	
Reason for term time absence request: .....		
.....		
.....		
If you are travelling abroad, please state the country you are travelling to:.....		
.....		
Name of Parent/Carer:		
Signature:	Date:	



**FOR SCHOOL USE:**

Pupil name:..... Attendance %: ..... Date up to..... Previous absence this academic year? Yes/ No No of days.....	Pupil name:..... Attendance %: ..... Date up to..... Previous absence this academic year? Yes/ No No of days.....	Pupil name:..... Attendance %: ..... Date up to..... Previous absence this academic year? Yes/ No No of days.....
Arrange to meet with Parent/ Carer? <i>Please delete as appropriate:</i> <b>Yes / No</b>	Please delete as appropriate: <ul style="list-style-type: none"> <li>• Authorised / no fine</li> <li>• Unauthorised / no fine</li> <li>• Unauthorised / fine</li> </ul>	Signed: Date: Attendance Officer
Letter sent to parent(s):  (copies to be attached)	Calendar updated  Sims.net updated	AASSA notified: