

 **School Term Time Absence Request Form**

School attendance is compulsory for all pupils enrolled in school. There may be times when absence from school is required during expectational circumstances. For example, religious observance or immediate family bereavement. The Headteacher of a school may authorise absences during term time in accordance with the latest national policy.

All school attendance data is monitored routinely by Cumberland County Council. In line with national policy, Cumberland Council may decide to prosecute parents or issue fixed penalty notices to parents of children with unauthorised absences from school.

If you believe that your reasons for taking your child out of school is exceptional, please complete the form below and return it to your school.

|  |  |
| --- | --- |
| Pupil Name |  |
| Class |  |
| Dates of Absence Required |  |
| Reason for Absence |  |
| Signature |  |
| Date |  |

If you require authorisation for a term time absence, please email this form to admin@rosley.cumbria.sch.uk. A school decision will be issued within 10 school days of receiving this request.

**OFFICE USE:**

Current attendance \_\_\_\_\_\_\_\_\_\_\_\_\_\_% Head Teacher Approval YES / NO

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copy to be retained on pupil file and register.