



REQUEST TO TAKE A CHILD OUT OF SCHOOL DURING TERM TIME

Please remember: Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

Any request for absence will only be authorised in exceptional circumstances.

The local authority will issue a Fixed Penalty Notice to anyone with parental responsibility, if their child has 10 or more sessions of unauthorised absence in term time (this includes unauthorised family holidays). Five whole days is equivalent to 10 sessions. For more information click here [GCC Penalty Notice Leaflet](#)

I would like to take my son/daughter _____ of Tutor Group _____

Out of school from: _____ To: _____

This must be in term time for the reason outlined below:

Signed:

(parent/guardian)

Date:

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Dear Parent/Guardian Re: _____ (student's name)

Further to your request for leave of absence between _____ and _____

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AUTHORISED – Please ensure that your child returns to school promptly following their absence and copies up work missed from a classmate.

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UNAUTHORISED – Any absence from school between the above dates will be unauthorised.

Attendance %