



Moulton Primary School
 Church Hill, Moulton, Northampton
 Telephone: 01604 643061
 www.moultonprimaryschool.co.uk

CHILD LEAVE of ABSENCE REQUEST FORM

Please complete a form for **each** child you are requesting absence for. You will receive a copy of this form once your request has been considered for authorisation and a copy will be placed in your child's file.

Date of Submitting Absence Request:	Name of Child:	Child's Class:
Date of Absence Requested:	From:	To (please note this is the date we expect your child to return to school):
Reason for Absence Request: (please note that the Headteacher will not authorise any holidays in term time)		
Parent/Carer 1 Name and Signature:		Parent/Carer 2 Name and Signature:

If there are two Parents/Carers in the family, both need to sign this form.

Please be informed that the school is not permitted to authorise any absence during term time for a holiday.

It is a legal requirement that registered pupils of compulsory school age (5+) attend school regularly and punctually and parents or guardians risk prosecution if they fail in this duty.

Amendments to the 2007 Regulations in the [Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#) came into force on 1 September 2013.

A fixed penalty notice will be issued when a child has a minimum of 10 school sessions recorded as unauthorised in a 6 week period in term time; (a school day is two sessions - morning and afternoon) or when a child has a series of unauthorised absences leading to irregular attendance.

A copy of the school's attendance policy is available on the website or upon request if you require further information.

School Use Only	Date request for absence received (Date Stamp) :		Child's Attendance:
	Unauthorised	Authorised	Part Authorised
Signature:			Print Name:
			Date:
			If Part Authorised How Many Sessions?:

School Stamp:

Copies: Inclusion Manager / Pupil File / Office / Parents