



Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. There is no general right to authorise absence for a family holiday. If your request is not authorised we may consider a penalty notice/legal action.

A Penalty Notice is a standard fine of £60 per child for each parent.

Please refer to our Attendance Policy for full information and refer to the Dorset County Council Children’s Services Penalty Notice Protocol. (Overleaf)

You are advised not to make any arrangements until your request has been considered.

I wish to apply to for my child(ren):

- 1. Child’s name _____ Tutor Group _____
- 2. Child’s name _____ Tutor Group _____
- 3. Child’s name _____ Tutor Group _____

to be authorised absent from school:

Date of first day of absence: _____ to date of last day of absence: _____

Total number of school days missed: _____ Reason for absence: _____

Print Name _____ Signed _____ (Parent/Carer)

Relationship to child(ren) _____ Date _____

The outcome of the request will be passed to all parties with Parental Responsibility

PLEASE RETURN THE COMPLETED FORM TO MAIN SCHOOL OFFICE. YOU WILL RECEIVE A RESPONSE WITHIN FIVE SCHOOL DAYS VIA YOUR CHILD

<i>FOR OFFICE USE ONLY :</i>	
<i>Date received</i> _____	A / NA
<i>Dates for absence entered on SIMS</i> _____	
<i>All parties with PR notified</i> _____	
<i>Meets Criteria for Penalty Notice</i> _____ <i>requested</i> _____	

Request for authorised absence from school due to exceptional circumstances reply slip

To the parents / carers of

- 1. Child’s name _____ Tutor Group _____
- 2. Child’s name _____ Tutor Group _____
- 3. Child’s name _____ Tutor Group _____

Your recent application for authorised absence for dates _____ to _____

has been **AUTHORISED / NOT AUTHORISED**

Signed : _____ Attendance administrator Date: _____

Dorset County Council Children's Services Penalty Notice Protocol

In accordance with The Education (Pupil Registration) (England) Regulations 2006 as amended a Penalty Notice can be issued in exceptional circumstances, for example where a parent takes a child on holiday during term time without the school authorising the absence. In such circumstances, although a minimum of 10 half day sessions of unauthorised absence will still apply before a Penalty Notice may be issued, the authorised person may issue a Penalty Notice without first issuing a formal warning to the parent as would otherwise be required. However, s/he should still be satisfied that the parent was informed beforehand that, in some exceptional circumstances e.g. term time holiday, unauthorised absence could lead to a Penalty Notice being issued without further warning.