



Godfrey Ermen Primary
School



Absence Request Form

PLEASE COMPLETE AND RETURN TO SCHOOL BEFORE YOU TAKE YOUR CHILD OUT OF SCHOOL.

I would like to request permission to take my child/children out of school during term time.

I understand that from 1 September 2013, legislation was brought in by the Department for Education which states that no holidays will be authorised during school term time. Taking your child on a term time holiday that is not authorised may result in a Penalty Notice Fine, which if not paid, will lead to prosecution for the offence committed.

At Godfrey Ermen Primary School we do not authorise any holidays during term time, if your child/ren are absent we will request a penalty notice from the local authority.

Name of child/children 1. _____ 2. _____ 3. _____	Class 1. _____ 2. _____ 3. _____
Reason for absence _____	
Destination _____	
First day out of school _____	
Returning to school on _____	
Total days _____	
Signed _____ Date _____	
Relationship to pupil _____	
Contact Details: Phone _____ Email _____	

(FOR SCHOOL USE ONLY)

Name of child/children	Attendance %
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

Request for Absence

AUTHORISED			Child	1	2	3
REFUSED			PN (Y/N)			
			Under 5			

Signed _____