

**Heage Primary School**  
**Child Absence Request Form**

Child's Name: (If the request is for more than one child then please use a separate form for each child).			
Year Group:		Date(s) of requested absence	
Brief summary of reason for request (You will be asked to provide evidence of the reason for request)			
Any request for absence may require you to attend a meeting with the Headteacher			
<p>On signing this form, you understand that:</p> <ul style="list-style-type: none"> <li>The Headteacher will not authorise absence unless there are exceptional circumstances (please refer to the absence policy)</li> <li>If this request is unauthorised and you take your child out of school, you may receive a penalty notice.</li> <li>If your child does not return to school on the agreed date they may be taken off the school roll, and you will have to re-apply to re-admit your child. If the year group becomes full, your child may lose their place.</li> </ul> <p>Please note if your request is refused and you still take your child out on these dates, a request will be made to the Education Welfare Service for a Penalty Notice to be issued. A penalty notice incurs a fine of £80 if paid within 21 days, increased to £160 if paid after 21 days but within 28 days. This will be issued to EACH parent, and for EACH child who is not at school on the dates requested. Please also see the school Attendance Policy.</p>			
Parent Name:		Signature:	Date:
Person Receiving Form:		Signature:	Date:
<i>Office use only: Child's % Attendance to date =</i>			
Approved		Declined	
Headteachers Signature:		Date:	