



Absence Request Form - Torquay Girls' Grammar School

I would like to have an absence authorised from:

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To:

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Name of student(s) attending Torquay Girls' Grammar School	Year & Form
Name of any siblings in another school for which an absence request has been submitted	Name of School

If your child/children will be with another person (not you) during the absence, please provide their details:

Full Name	
Relationship to child	
Full Postal Address	

Reason for absence during term time including exceptional circumstances and details of why the absence must be taken in term time, (please attach supporting documentation)

Notes and warnings to Parent/Carers

The Law does not grant Parent /Carers an automatic right to take their or other children out of school during term time. If the request is for an absence in term time you must have parental responsibility and be the parent or carer with whom the child normally lives.

Permission must be sort in advance. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorisation of the absence will be conditional on the child attending satisfactorily up to the date covered by this request.

If the absence is not authorised and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a Penalty Notice for each child of statutory school age, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500.00 and/or a term of imprisonment of up to 3 months. Parents and carers should note that in normal circumstances, current practice is that only **one** penalty notice will be issued to a parent/carer relating to a particular child **within a period of 2 years**. Should a further period of time of unauthorised absence be recorded, then the parent/carer will normally be summoned to appear at a magistrate's court.

I confirm that I/We have read the Schools attendance Policy and that I/We understand that the decision made by the school is final and that there shall be no right of appeal against this decision.

Name(s) of Parent /Carer	Signature(s) of Parent/Carer	Date

If you do not receive confirmation that the absence has been authorised within 10 school days of submitting this form, please contact the school.

Head of Year Use Only

Child Name(s)	Date From	Date To	Authorised/Unauthorised