



**The Glebe Primary School, Pulford Road, Stockton-on-Tees, TS20 1QY
01642 360 876**

Absence Request Form

Dear Parent/Carer

Please complete and return this form to the school office at least 2 weeks prior to the proposed dates of absence. Please also take the time to read the notes on the reverse of this form.

Child's name & DOB	
Child's Class	
Child's address	
First date of absence	
Last date of absence	
Date of return to school	
Signed parent/carers	
Date	

The law states that Headteachers cannot authorise term time holidays unless there are exceptional circumstances.

Please fully explain the **exceptional circumstances** that you would like the school to consider and provide evidence where possible (please continue on a separate sheet if required). **This section must be completed.**

--

Mrs J Moralee
Headteacher

Office use only

Current % attendance	
No. days authorised	
No. days unauthorised	
Headteacher signature	
Arbor updated (date and signature)	



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Absence Request – Notes to Parents/Carers

As mentioned on the Absence Request form overleaf, the law states that Headteachers cannot authorise term time holidays unless there are exceptional circumstances.

If the holiday is unauthorised, you may receive a Fixed Penalty Notice fine. This is £80 per parent per child and rises to £160 per parent per child if not paid after 21 days. This amount must be paid within 28 Days.

School cannot grant a leave of absence retrospectively. If you allow your child to miss school in term time for an avoidable reason without obtaining prior approval from school, you may be issued with a Penalty Notice

Parents and Carers, by law, are responsible to ensure their children receive an efficient full time education.

Please refer to the 2 links below for further information

[Procedure for the issue of penalty notices - Stockton-on-Tees Borough Council](#)

[Fines for parents for taking children out of school: What you need to know - The Education Hub \(blog.gov.uk\)](#)