



**Believe.**  
**Persevere.**  
**Succeed.**

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Headteacher: Mr C Armstrong

Request for Absence in School Term Time			
Parents/carers must complete this form to request time off in school time. Before completing it, please consider that: <ul style="list-style-type: none"> <li>• Pupils are only in school for 190 days each year</li> <li>• There are 175 other days for holidays and other activities</li> <li>• 90% attendance represents one day off every two weeks</li> <li>• 80% attendance represents one day off a week</li> <li>• Less than 90% attendance is deemed persistent absence and may leave you open to prosecution</li> <li>• It is the law to make sure your children are in school.</li> </ul>			
How to use this form			
<ul style="list-style-type: none"> <li>• Applications should be made well in advance of the first day of absence requested</li> <li>• The application should be made <b>before</b> booking the holiday</li> </ul>			
Guidance			
<ul style="list-style-type: none"> <li>• Authorised absence from school is discretionary, not an automatic entitlement. It can only be authorised by the Headteacher.</li> <li>• Pupils who miss 10 sessions (5 school days) in a 10-week period will be considered for a penalty notice as per National Framework launched on 19<sup>th</sup> August 2024.</li> <li>• The Local Authority can fine each parent £80 per child rising to £160 if not paid within 21 days. Increased fines and further court action may then be considered for repeated periods of unauthorised absence.</li> <li>• An application must be made to the Headteacher prior to any absence</li> <li>• The Headteacher will notify you of the decision within five working days of receipt of this form</li> </ul>			
Parent/carer to complete this section			
Name of child/ren			Class/es
Is this the first request for absence this academic year?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
First day of absence			
Final day of absence			
Number of school days requested			
Reason			
<p>I understand that if the absence is unauthorised but the holiday is still taken then the Access &amp; Inclusion team will be notified of the holiday and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £80 which increases to £160 if not paid within the first 21 days. I understand that failure to pay this may result in legal action.</p>			
Name of parent		Date	
Signed			



For Office Use Only			
Current attendance			
Last year's attendance			
Has a similar request been made in previous academic year/s?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Outcome			
Your request is <b>approved</b> and the absence is authorised			
Your request is <b>not approved</b> . If the pupil is absent for this period, it will be recorded as unauthorised.			
Signed (HT)			Date