Believe.
Persevere.
Succeed.

Sawmill Lane, Brampton, Cumbria CA8 1BZ
Tel: 016977 42158
Email: admin@brampton.cumbria.sch.uk
Web: www.bramptonprimaryschool.co.uk
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:

- Pupils are only in school for 190 days each year
- There are 175 other days for holidays and other activities
- 90% attendance represents one day off every two weeks
- 80% attendance represents one day off a week
- Less than 90% attendance is deemed persistent absence and may leave you open to prosecution
- It is the law to make sure your children are in school.

How to use this form

- Applications should be made well in advance of the first day of absence requested
- The application should be made **before** booking the holiday

Guidance

- Authorised absence from school is discretionary, not an automatic entitlement. It can only be authorised by the Headteacher.
- 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 19th August 2024.
- 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.
- An application must be made to the Headteacher prior to any absence
- The Headteacher will notify you of the decision within five working days of receipt of this form
- Please note that any additional absence taken immediately before or after the approved dates, including up to two school days before or after the requested period, may also be recorded as unauthorised.

Parent/carer to complete this section

Name of child/ren		Class/es	

Is this the first request for absence this academic year?	Yes ☐ No ☐
First day of absence	
Final day of absence	
Number of school days requested	

Reason

I understand that if the absence is unauthorised but the holiday is still taken then the Access & 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.

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 ☐ No ☐	
Outcome			
Your request is **approved** and the absence is authorised			
Your request is **not approved**. If the pupil is absent for this period, it will be recorded as unauthorised.			
Signed (HT)		Date	