



NOTTINGHAM GIRLS' ACADEMY

ABSENCE REQUEST FORM

Please note that absence will only be authorised during term time in **exceptional circumstances**. This decision is made by the Academy Education Welfare Officer in consultation with the Principal and **additional evidence/documentation to support your request should be provided at the time of the request.**

I request that my child be granted leave of absence from school for the reason and time period detailed below.

Name of pupil: _____ Tutor group: _____

Name of siblings in other year groups: _____

Please return to school by emailing jsteeples@nottinghamgirlsacademy.org giving at least 12 school days' notice

First day of absence	
Last day of absence	
Date pupil is returning to school	
Total number of school days absent	
Reason for absence	

Please give a *full* explanation why this absence has to be taken during term time: _____

By completing this form I understand that if Nottingham Girls' Academy refuse an application or part of it and I continue to take my child out of school or remain absent beyond the time period granted, the absences will be treated as unauthorised. A pattern of unauthorised absences or a one off absence may lead to a referral to Nottingham City Education Welfare Service for their consideration of legal action or a Fixed Term Penalty Notice.

The Local Authority will act in accordance with The Education (Penalty Notices) (England) Regulations 2012 to issue a Penalty Notice. Penalties are set at £60 if paid within 21 days rising to £120 if paid after 21 days but within 28 days. Where a child resides with two parent/carers a separate penalty notice will be issued to each parent/carer. If the Penalty Notice is not paid in full by the end of the 28 day period the Local Authority must either prosecute under section 444 of the Education Act 1996 or withdraw the notice. Where a penalty notice is withdrawn the recipient will be informed in writing.

Signed _____ Date _____

Print Name _____ Parent/Carer (delete as appropriate)



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For the authorisation of Principal / Academy Education Welfare Officer

1) This absence HAS been authorised

2) PART of the absence has been authorised for a period of _____ days.

From _____ to _____

Please note that any absence beyond this date will be unauthorised.

3) This absence HAS NOT been authorised as the reason given does not meet exceptional circumstances.

Signed _____ Date _____

Academy Education Welfare Officer in consultation with the Principal

Letter/Email sent to parent/carer on: _____