



# FERNDOWN MIDDLE SCHOOL

## Request for time off school

Good attendance is very important for your child’s progress and attainment in learning and therefore we expect all children to be in school, every day. **Holidays during term time will not be authorised by the school.** If your child is removed from school for the purpose of a holiday, a Penalty Notice will be considered. You can find further information regarding penalty notices on our website.

*“The authorised person may issue a Penalty Notice without first issuing a formal warning to the parent as would otherwise be required. However, s/he should still be satisfied that the parent was informed beforehand that, in some circumstances e.g. term time holiday, unauthorised absence could lead to a Penalty Notice being issued without further warning.”*

Should you need to request time out of school for your child, you need to complete the form below and return it at least 2 weeks before the time out is required. Please note that completing this form does not constitute approval – this can only be authorised by Mrs Allen on the slip below.

Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**; and therefore, the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements. If you require additional space, please continue on the other side of the page. Please attach copies of documentation that supports your application.

Name of child: ..... Tutor group: .....

Dates requested: ..... Number of schools days that will be missed: .....

Reason for request:

.....  
.....  
.....

Signed: ..... Name: .....

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*To be filled out by authorised member of staff*

Name of child: ..... Tutor group.....

Date of requested absence: .....

**This time off will be authorised/ unauthorised**

Signature: ..... (Mrs G Allen) Date: .....