

Request for Absence in Term Time

Every school day counts at Bedminster Down School and any absence will result in lost learning and a risk of underachievement. Government directives state that headteachers cannot authorise any absence for holidays during term time. The Headteacher will only consider requests for absence in the most exceptional circumstances and each case will be treated individually. Therefore, please provide details of special circumstances relating to your application and attach any supporting evidence. The Headteacher will take into account:

- The student's age and the stage of their education
- The overall attendance pattern and progress of the student

If a parent/carer takes their child out of school without permission being granted, this will count as an unauthorised absence on the student's record. Four days or more unauthorised absence can lead to a Penalty Notice being issued, and this will incur a £60 fine (per parent, per child).

Bedminster Down School will only consider requests for absence in term time upon receipt of a completed request for absence form that must be returned to school **14 days** before the start of the absence. We will notify parents/carers of the decision by email.

For completion by Parent / Carer:		
Studentname(s)	Tutor Group(s).	
First day absent from schoolReturn to school date		
Please give a detailed explanation of any special circumstances which require absence from school during term time (if this section is not completed permission will not be given)		
Signature of parent / carer: Date		
For completion by school:		
Date form received	Attendance %	
Authorised Absence	Unauthorised Absence	
Days granted	Days declined	
Request approved / Declined	Penalty Notice Referral	Y/N
Authorised signature		