

Name of Pupil/s 	Class: 		
I request permission for my child/children to be absent from Thomas Hickman School.			
From _____ to _____ Total number of school days _____			
Date due back in school _____			
Please provide details of any siblings who attend <u>another school</u>			
Sibling name: _____ School: _____			
Parent/Carer Details (please list <u>ALL</u> parents)			
First Name:		Surname:	
Date of Birth:		Relationship to the child:	
First Name:		Surname:	
Date of Birth:		Relationship to the child:	
Please give details and reasons for the proposed absence which supports the application for exceptional circumstances (include any supporting evidence).			
☐ I confirm that I have read and understood the information below			
Parents and carers have a legal duty (Education Act 1996) to ensure their children receive suitable education. Regular school attendance is essential for academic and social success. Headteachers can only authorise term-time absences in exceptional circumstances , defined as rare, significant, unavoidable, and short. Unauthorised absences may be reported to the County Attendance Team, which could lead to a penalty notice or prosecution, in line with Section 444 of the Education Act, Local Authority Guidelines, and the School Attendance Policy.			
Signature of Parent/Guardian: _____ Date: _____			

For Office Use

To be completed by the school:			
Reason for school's decision:			
In the case of a term time holiday please confirm which parent took the holiday:			
Headteacher:			
Signed:		Date:	

Supporting evidence provided	
Numbers of sessions requested	
Number of unauthorised absences taken in the last three years	
School have checked with the sibling school that there is a consistent approach to the absence.	