



St Thomas à Becket Church of England Primary School

High Street, Tilshead, SP3 4RZ. **Telephone:** 01980 620435

www.st-thomas-a-becket.co.uk

Email: admin@stthomas.equamead.org

Headteacher: Miss Chloe Stobbart

Absence Request Form

Taking your child out of school during term time may harm your child's academic progress.

The Department for Education (DfE) states that headteachers may not grant any leave of absence during term time unless there are *exceptional circumstances*. Holidays during term time will not be authorised.

Please be aware that unauthorised absences may result in a **penalty notice** being issued by Wiltshire Council. A penalty notice is a fine of £60 per parent, per child if paid within 21 days, rising to £120 if paid within 28 days. Failure to pay may lead to legal proceedings.

Name(s) of Child(ren)	
Class(es)	Skylark Chough Kestrel
Date of first day of absence	
Date of return to school	
Number of days requested	
Reason	

I / We would like the Head teacher to consider the above application.

Signed

Parent / Guardian _____ Date _____

Print Name _____

For office use only

Approved

☐

Unapproved

☐

Defer to EWO

☐

Date recorded on Arbor _____ Date parents/guardians notified _____

Signed _____ Head teacher

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