



EXCEPTIONAL CIRCUMSTANCES – PUPIL TERM TIME ABSENCE REQUEST FORM

At Hilpertons C of E Primary School we believe that:

- Every lesson is important in ensuring that our children achieve their potential
- Maximum attendance and punctuality are valuable life skills

Please note that family holidays will not usually count as a reason to authorise absence in term time.

Wiltshire Council guidance advises that if your child has 10 or more sessions of unauthorised absence, the school will inform the LA's Education Welfare Service who may issue a penalty notice for each child to each parent. The penalty is £120 per child per parent if paid within 28 days. The penalty is reduced to £60 per child per parent if paid within the first 21 days. If you do not pay the fine within 28 days you will be prosecuted in the Magistrates' Court. This could lead to a fine of up to £1,000 per parent per child.

Name of Child (ren)			
Date of Birth		Class	
Date of Absence From:		Date of Absence To:	
Number of school days requested		Is this regular planned absence?	YES/NO
Exceptional Circumstances (reason) for absence during term time:			
Please tick below to indicate which exceptional circumstance you believe applies to your reason for this request.			
☐ exceptional family circumstance, such as bereavement			
☐ days of religious observance			
☐ unavoidable medical / dental appointment (although it is the school's expectation that every effort should be made to secure routine doctor/dentist appointments out of school hours or during the holidays)			
☐ absence, within reason, for an external exam or to attend elite events/competitions			
Parent/Carer Signature:		Date:	

For Office Use:			
Current attendance rate (%):		Total sessions pupil absent this academic year:	
Permission:	Granted/Refused	Total unauthorised absence this year:	
Headteacher's signature:		Date:	