



# The Chantry School

Martley  
Worcs  
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## **Application for planned absence by pupils during term time**

Name of child/children .....

Form .....

Proposed date(s) of absence:

from ..... to .....inclusive. Number of days.....

The **exceptional** circumstances and reason for this request are:

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

.....  
Signature of Parent/Carer

.....  
**Print Name**

- This form should be completed by the parent (or carer) and forwarded to the Headteacher no less than four weeks before the planned absence is due to begin.
- **Parents have no automatic right for their children to be absent from school.**
- **Parents contemplating absences during term time should first discuss the implications with the Headteacher before making any commitments, especially if the absence is of a lengthy duration.**
- Should the School decide not to grant leave of absence and parents still take their child out of school the absence will be recorded as **unauthorised** which may be subject to a Holiday Penalty Notice fine of £60 per parent per child. If not paid within 21 days this fine increases to £120 per parent per child. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.

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### **For Office Use Only**

Current Attendance.....%

Last Year's Attendance.....%

**Agreed/ Not Agreed**

**Letter to parent (s)**