

Iron Acton CEVC Primary School
Wotton Road
Iron Acton BS37 9UZ
01454 228322
enquiries@ironactonprimaryschool.co.uk
http://www.ironactonprimaryschool.co.uk
Headteacher: Christine Wilson



ABSENCE REQUEST FORM

2026 - 2027 ACADEMIC YEAR

This form is issued following a discussion with the head regarding your request to take your child(ren) out of school during school time. Please note that only exceptional circumstances can be authorised and only with advanced notice.

Please refer to the Attendance Policy and Penalty Notices document on the school website. A paper copy is available from the school office.

(PLEASE ENTER FULL NAME IN CAPITALS)

Child's Name: _____ **Year:** _____

I/ we wish to apply for my child to be absent from school during the following dates:

First day of absence:

Last day of absence:

Total number of missed days:

Reason for request for absence:

.....
.....

I/we understand that I/we may receive a penalty notice to pay a fine if thresholds are met taking this term time absence.

Full Name (in capitals):

Signed: Date:
(Parent/Carer)

*** Please return this form to the school office prior to intended absence ***

Office Use Only: Absence: authorised / unauthorised% Attendance

Additional information:

Headteacher's signature: Date:



'Courage to Care' Listening, Welcoming, Nurturing, Celebrating

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ABSENCE REQUEST FORM (including holidays)
2026 – 2027 ACADEMIC YEAR

Headteacher's reply

Date:

To:

Absence request for dates:

Following our recent discussion about your request for absence, I can confirm that your request has been:

Authorised / Not authorised

The threshold for a penalty notice has been reached: Yes / No

Yours sincerely

Mrs Christine Wilson

Executive Headteacher

Office Use Only:	Added to SIMS ☐	Emailed to Parent ☐
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