

**THE MERIDIAN SCHOOL**

Harbour Avenue
Comberton
Cambridge
CB23 7DD

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EMAIL: office@meridian.cambs.sch.uk
WEBSITE: www.meridianprimary.co.uk
Interim Headteacher: Miss Rebecca Snelling
Assistant Headteacher: Ms Samantha Chamberlain

ABSENCE REQUEST FORM

Please complete this form and return to the School office for the attention of the Attendance Lead.

I am seeking permission for my child(ren) in Class(es)

To be absent from Meridian Primary School from to (Inclusive)

Total number of school days absent

☐ I have read the government's guidance on term time absence.
<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/education-your-rights-and-responsibilities/term-time-holidays>

☐ I understand that this request will be considered on an individual basis by the school together with the Governors and that it will not be authorised unless it is deemed an exceptional circumstance. If, nonetheless I take my child out of school, I understand that the absence will be recorded as unauthorised on the school's and the child's record. Any unauthorised leave of absence could result in the involvement of the Local Authority Attendance Officer and the possibility of a Penalty Notice fine being issued.

☐ I understand that in exceptional circumstances, where I take my child out of school during term time for an extended period (20 days or more), not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.

The reason for the absence is:

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Parent/Carer Name.....

Parent/Carer Signature Date

SCHOOL USE ONLY		Date from received:	No. of school days absence requested:
% Attendance (last academic year):		% Attendance (current academic year):	
Specify dates unauthorised:		Specify dates authorised:	
Signature of Headteacher/Attendance Officer:			