



Higher Failsworth Primary School – Absence Request Form

Name of child/ children:	
Year:	
Class:	
Absent from:	
Absent to:	
Return to school on:	
Total number of school days:	
Reason for Absence (please tick):	☐ Holiday ☐ Exceptional Circumstance (please provide Information)
Print Name:	
Signature:	
Date:	

No absences in term time will be authorised unless in exceptional circumstances.

Please Note that 10 unauthorised absences in a 10-week period may result in a fixed penalty notice.

If you feel your absence is exceptional, please inform the school office directly and your request will be considered by the Pastoral, Attendance & Safeguarding Manager.

The full guidance from the DFE can be found here:

https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf

Paid within 21 days		
	Total for parent 1	Total for 2 parents
1 child	£80	£160
2 children	£160	£320
3 children	£240	£480
Paid within 28 days		
1 child	£160	£320
2 children	£320	£640
3 children	£480	£1440

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

Office Only:

SLT Check	Sims	Excel	Dojo	FPN
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