

Your request for an absence/holiday during term time has been authorised on the basis that there are exceptional and compelling circumstances which mean you have no other option than to take this absence during term time. Please note that the duration of any authorised holiday absence is now limited to 5 school days (i.e. one week of absence). Should the absence be extended for any reason, the extension will be regarded as an unauthorised absence and will be subject to a **Fixed Term Penalty Notice**.

Your absence has been authorised under the following category:

- Forces personnel on leave from a foreign posting
- Significant employment restrictions (relating to parents)
- A significant family event/circumstance, such as bereavement

Signed.....

Mrs L Thompson
Head of School

Unfortunately, it has not been possible to authorise your request because the reason is not within the permissible criteria. Therefore, please note that if your absence/holiday is for 5 full school days or more, a Fixed Term Penalty Notice will be issued by Dorset Council.

**Penalty notice fees are: £80 per parent, per child, rising to £160 if not paid within 21 days.
Further information about this can be found here:**

A copy of this form will be sent on to Dorset Council who will issue a Fixed Term Penalty Notice directly, so please do let us know immediately if you are cancelling/changing your absence/holiday.

Signed.....

Mrs L Thompson
Head of School