



Please return this form by email to adminoffice@sunhill-jun.hants.sch.uk or on paper to the school office at least two weeks in advance of any absence

We are collecting your personal data which will be processed and stored electronically for the purpose of dealing with your request. Information may be shared within the school and, if necessary and where appropriate agreements are in place, with third party organisations for the same purpose. Your rights under the Data Protection Act 2018 are explained in our full data privacy notice, please see www.perinsmat.org

REQUEST FOR AUTHORISATION OF SCHOOL ABSENCE DURING TERM TIME

Name and address of parent(s)/carer(s):

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

Tel:

NOTES TO PARENTS/CARERS

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence you will need to explain the circumstances for the request. Each application will be treated on its own merit. When deciding whether to allow term time leave the school will consider:

- The circumstances for the request
- The time and duration of the leave
- Your child's record of attendance
- Learning that will be missed

If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and may lead to a fixed penalty being issued.

I wish to apply for: Class

NAME(S) OF CHILD(REN) Class

..... Class

to be authorised as being absent from school from to

REASON FOR ABSENCE DURING TERM TIME:

Are you requesting leave for any siblings in other schools or colleges? If yes, please give details below:

Child's name: School:

Child's name: School:

Parent/carer signature: Date:

FOR SCHOOL USE ONLY

School Office

Public examinations (ie SATs) within 4 weeks of start of holiday period? **YES / NO**

School Office

Previous attendance checked? **YES / NO**

Current Attendance Rate as of

Previous requests this year? **YES / NO**

Attendance officer recommendation: **YES / NO**

If Yes – dates:

ABSENCE AUTHORISED: YES / NO

Notification to parents sent:

Entered on SIMS:

Headteacher Signature: Date: