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 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:

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

Attendance officer recommendation   **YES/ NO**

 ABSENCE AUTHORISED: YES / NO   **Notification to parents sent:** …………………………………….

Entered on SIMS ……………………………………………….

Headteacher Signature: …………………………………………………   **Date: ………………………………………………….**