

Request for Absence in Term Time

To minimise disruption to your child’s learning, it is highly beneficial to not take leave of absence during term time. We recognise, however, that there are certain circumstances which may necessitate this.

| How to use this form: | |
|--|----------------------------------|
| <ul style="list-style-type: none"> Use for all absence other than sickness Return to the school before the date of requested absence Use a separate form for each child and each absence | |
| <p style="text-align: center;">Guidance:</p> <ul style="list-style-type: none"> Absence for a holiday is discretionary, not an automatic entitlement. It can only be authorised by the Head Teacher or Head of School. Absence for more than ten school days in an academic year will not be authorised unless there are very exceptional circumstances acceptable to the school. | |
| Parent/Guardian to complete this section: | |
| Name of Child: | Class: |
| Date of Birth: | |
| Dates requested: | Number of school days requested: |
| From: To: | |
| Reason: | |
| Signed: Parent/Guardian | Dated: |

| School Office to complete this section: | | | |
|---|--|----------------------|------------------------|
| Pupil’s current attendance is: | | Count to date | Remaining count |
| | Absence: <small>(Limited to 19 days/38 sessions across the year)</small> | /38 | /38 |
| | Requested absence: <small>(Limited to 10 days/20 sessions across the year)</small> | /10 | /10 |

| Headteacher to complete this section: | |
|--|--|
| This absence will be authorised | This absence will be unauthorised |
| Reason: | |
| Signed: | Date: |