

ABSENCE REQUEST FORM (INCLUDING HOLIDAYS DURING TERM TIME)

NOTES TO PARENTS/CARERS

If the request is for a holiday in term time you must have Parental Responsibility and be the parent with whom the child normally lives. Permission must be sought in advance and must be for the purpose of a family holiday. If you do not have Parental Responsibility and/or normally live with the child you must seek the consent of the parent who does and that person should complete this form. Schools will only consider requests from that parent.

When deciding whether to allow term time leave, for any reason, the school will consider:-

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

WARNING: If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence**.

TO THE SCHOOL DIRECTOR **SCHOOL**

I wish to apply for

NAME[S] OF CHILD[REN] _____ CLASS _____
 _____ CLASS _____
 _____ CLASS _____

to be authorised as being absent from school from _____ to _____ inclusive

REASON FOR REQUEST FOR ABSENCE DURING TERM TIME:

IF HOLIDAY REQUEST, EXCEPTIONAL CIRCUMSTANCES WHICH MEAN THAT THE HOLIDAY CANNOT BE TAKEN DURING A SCHOOL HOLIDAY:

Signature of Parent/Carer _____ Date _____

AUTHORISED The School agrees to your child being absent from school on the specified dates.

Absence dates ___/___/___ to ___/___/___

UNAUTHORISED The School does not authorise your request for leave in term time for the following reason:

SIGNED School Director Date