



**REQUEST FOR TERM TIME ABSENCE**

The school does not authorise term time absences unless there are exceptional circumstances.  
Our Attendance Policy can be found on the school website.  
Requests for term time absence should be made at least 15 school days before the start date.

<b>SURNAME:</b>	<b>FORENAME:</b>	<b>REG GROUP:</b>
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**REASON FOR ABSENCE:**

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.....

<b>START DATE (first day of school missed):</b>	<b>END DATE (return to school date):</b>	<b>TOTAL NUMBER OF SCHOOL DAYS:</b>
.....	.....	.....

**Please note:**

1. Absences not agreed in advance will be deemed as UNAUTHORISED and so noted in the student's school record.
2. UNAUTHORISED absences may be referred to the Education Welfare Officer to be considered for a Fixed Penalty Notice or other action.
3. If a student fails to return by the agreed date, the Education Welfare Officer may be informed. In extreme cases, a student may be removed from the school roll and parents/carers will need to reapply for a place.

I have read and understood the information.

**Signed:** ..... **Parent/Carer**      **Date:** .....

**Print Name:** .....

For Office Use: Percentage attendance so far for this academic year .....%

Having considered your application very carefully, the request for term time absence from ..... to .....

(..... school days)

Has been agreed and authorised

Has not been agreed. The absence will be noted as an UNAUTHORISED

Has not been agreed. The absence will be noted as an UNAUTHORISED absence and may be referred to the Education Welfare Officer to be considered for a Fixed Penalty Notice

**Signed:** ..... **Mrs F Walsh, Headteacher**      **Date:** .....