**Request form for absence during term time**

**PLEASE COMPLETE AND RETURN THIS FORM TO THE SCHOOL OFFICE AS SOON AS POSSIBLE**

**Notes to Parents and Carers**

* **Head Teachers may only authorise absence in exceptional circumstances**
* You must apply for permission in advance
* The request for leave must come from a parent or carer with whom the child normally lives

**When deciding whether to allow term time leave the school will consider:**

* The time and duration of the leave
* Your child’s record of attendance/record of appointments during school day
* Learning that your child will miss

**TO THE HEAD TEACHER,**

Authorised absence request for:

**Child/ren ……………………………....……….………………………….………....………. Class: ….…………../.……….……..**

**From ……………..To …………….. (Inclusive) Total number of school days ………………....……….…….**

**Reason (please give as much information as possible, use an extra page if necessary) ……………………………………………………………………………………………………………....……….………....…………………………....……….……………………………………………………………………………………………..……………....……….………....……….…………………………………………………………………………………………..…………………....……….………....……….………………....……….………....………………………………………………………………………………………………………….**

**Parent/Carer Signature …………………….………….... Date ………………….……..**

**FOR OFFICE USE:**

Attendance percentage …………………………….

🞏 I authorise your child to be absent from school on the specified date

🞏 I **DO NOT** authorise your request to take your child out of school

Head Teacher comment …………………………………………………………………………………………………………………………Absence Code…………

Head Teacher’s signature …………………………………… Date ……………………………