



REQUEST FOR TERM TIME ABSENCE

The school does not authorise term time absences unless there are exceptional circumstances which prevent this.

Requests for term time absence should be made at least 14 days before the start date.

SURNAME:	FORENAME:	Tutor Group:
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REASON for ABSENCE:

Start date:	End Date:	No of School days:
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- Please note:**
1. Absence requests will be considered in relation to the student's attendance and education attainment.
 2. Term time absences are not an automatic right.
 3. Absences will not be permitted during preparation times for or dates of exams or tests – these dates are available from the school
 4. Absences not agreed will be deemed as **UNAUTHORISED** and so noted in the child's school record.
 5. **UNAUTHORISED** absences may be referred to Education Welfare Officer to be considered for a Fixed Penalty Notice or other action.
 6. If a child 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 role and parents/carers will need to reapply for a place via the Local Authority Admissions Team.

I have read and understand the information above.	
SIGNED:	Parent / Carer (Please delete as necessary)

PLEASE PRINT NAME:	DATE:
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For Office Use: Attendance %	
Previous Term Time Absence this Academic Year:	Yes/No If yes - No. of days:
Arrange to meet with parent/carers:	Yes/No If yes - Date and time:
Request authorised	Yes/No