

Absence Request Form

I would like to request a period of absence during term time for my child _____

in Class _____

First day of absence _____ to final day of absence _____ (inc)

The reason for this request is _____

Signed _____ Date _____

This form should be completed and submitted to the Head of School prior to you booking or considering any absence during term time. Completion of this form does not constitute authorisation. Any absence from school during term time can ONLY be authorised by the Head of School and each application will be considered on an individual basis.

A copy of this form will be returned to you once a decision has been made.

HEAD'S DECISION

I am able / am unable to authorise this absence request.

Signed _____ Date _____

Jo Williams (Headteacher)

COMMENTS- All requests for absences taken in term time will be unauthorised unless there are **exceptional circumstances** (decided by the Head). Absences will be authorised for children under the age of 5 years and for children who will turn 5 years of age during the term their absence is taken in as there is no statutory demand for their full-time attendance in school.