

# ABSENCE REQUEST FORM

Taking your child out of school during term time may harm your child's academic progress.

School may agree up to 10 days holiday/absence in special circumstances with consideration being given to pupil's attendance, attainment and public examinations. Absences may only be authorised at the discretion of the Headteacher.

Circumstances which are notified to the school or the Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the special circumstances relating to your application below and attach any supporting evidence.

Please read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised holidays during term time.

Name of Child(ren)	
Date(s) of Birth	
Class(es)	
Date of First Day of Absence	
Date of Return	
Number of Days Requested	
Known Siblings and School(s) Attending	

Special circumstance (reason) for absence to be taken during term time:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Carer)

YOUR REQUEST FOR ADDITIONAL HOLIDAY/ABSENCE AS DETAILED OVERLEAF HAS BEEN APPROVED

**OR**

YOUR REQUEST FOR ADDITIONAL HOLIDAY/ABSENCE HAS NOT BEEN APPROVED FOR THE FOLLOWING REASONS:

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**You are respectfully reminded that taking your child out of school during term time may harm their academic progress.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Headteacher

Total sessions possible so far this academic year	_____	_____
Total sessions pupil absent this academic year	_____	_____
Total unauthorised absence this year	_____	_____
Attendance	_____%	_____%