**ABSENCE IN TERM TIME - REQUEST FORM**

The law does not grant parents an automatic right to take their child out of school during term time. Since September 2013 the Government have instructed schools that absence can only be considered under exceptional family circumstances.

A request for absence to be authorised MUST be made in advance. Before we consider authorising any absence the following points will be considered:

* Your child’s previous attendance history
* Age of child
* Level of SEN
* Reason for absence
* No absences for year 6 pupils will be authorised prior to 13th May 2022

|  |  |
| --- | --- |
| Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Childs Name: |  | Class: |  |

|  |  |  |
| --- | --- | --- |
| Date of 1st Day of Absence: | Date of Return to School: | Total No. of Days Absent |
|  |  |  |

|  |
| --- |
| Reason for Absence: |
|  |

|  |  |
| --- | --- |
| Signed: |  |
| Name: |  |
| Relationship to Child: |  |
| Date: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OFFICE USE ONLY** | | | | | |
| **Total No of Days Requested:** |  | | | | |
| **Total No of Days Authorised:** |  | **Total No of Days Unauthorised:** | | |  |
| **Reason (if unauthorised):** |  | | | | |
| **Signed:** |  | | **Date:** |  | |