

Authorised Absence Request Form

The best possible start to a lifelong education



The school prefers parents to take their family holiday during the normal school holiday periods.

There may be occasions when this is not possible and under certain circumstances requests for up to ten days holiday in any academic year may be authorised at the discretion of the Headteacher.

All applications will be assessed on a case by case basis. Matters that will be taken into account in all cases will relate to family circumstances that caused the request to be made.

Particular attention will be paid the previous attendance record of the child or children. The time of the year of the proposed trip and its purpose as well as its impact on learning will also be key considerations.

Requests for a term time holiday during the May testing window for children in Years 2 and above as well as during the first two weeks of the Autumn term, which is a critical settling in period, should be avoided where possible.

NAME OF CHILD	CLASS	ABSENT FROM	RETURN TO SCHOOL

REASON FOR ABSENCE DURING TERM TIME <i>THIS SECTION MUST BE COMPLETED - WE WILL NOT GIVE AUTHORISATION WITHOUT A VALID REASON</i>

PARENT/GUARDIAN SIGNATURE	DATE

FOR SCHOOL USE ONLY	
CODE FOR REGISTRATION	DATE
HEADTEACHER SIGNATURE	