



## Planned term-time absence request form.

This form should be used to request a pupil absence during term time when a discretionary decision needs to be made by the Head Teacher. Common examples where this form should be completed include:

- Term time holiday requests
- Request to attend a family event
- Request to participate in sporting or artistic events
- Absence for religious observance

Additional Notes:

- You must get permission from the Head Teacher if you want to take your child out of school during term time.
- Make an application to the Head Teacher in advance (as a parent the child normally lives with). This should be at least 4 weeks in advance.
- There should be exceptional circumstances for granting leave during term time.
- The Head Teacher will decide how many days your child can be away from school if leave is granted.

Remember that taking your child on holiday during term time without the school's permission can result in fines. Please refer to the attendance policy for full details.

Child's details		Dates of absence	
Forename		Start date of absence	
Surname		Last date of absence	
Class/Year		Number of school days	

Reason for absence (select from below)				
Holiday	Family event	Sporting/artistic/special event	Religious observance	Other
Y/N	Y/N	Y/N	Y/N	Y/N
<b>Additional information in support of your application. Please attached any additional evidence you may wish to be considered.</b>				

Name of parent	
Signature	
Date	