

## 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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 \_\_\_\_\_ Jacqui Wheble (Head of School) Dated \_\_\_\_\_

**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.