

Application for Term Time Absence from School

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. The Local Authority expects all parents/guardians to ensure their child attends school whenever possible. Any absences, including holidays, taken during school time, could hinder academic attainment. If you wish to apply for your child to be absent from school, please complete this form and return it to school at least four weeks before the start of term time absence being requested.

PARENT SECTION	
Full name of child/children	
DOB	
Class	
Name of parent/guardian	
Reason for absence	
Length of absence (school days)	
Dates of absence	
Parent/guardian signature	
SCHOOL SECTION	
Leave approved	Yes/No
Approved by:	
Total leave of absence days requested this academic year	

As you are aware, schools report their attendance to the Governors and Local Authority and can only approve term time absence in exceptional circumstances. Therefore, **we are unfortunately unable to authorise all requests so unless you receive an accompanying letter stating otherwise, your child's absence will be recorded in our registers as unauthorised, and you may receive a Fixed Penalty Notice.** I am sure you understand the difficult position schools are in on this matter and if you would like to discuss it further, please do not hesitate to contact us at school.