

REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

The school does not authorise term time absences unless there are exceptional circumstances.

Requests for term time absence should be made at least 14 days before the start date.

SURNAME OF CHILD:	FORENAME:	Year:
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REASON for ABSENCE:

Start date:	End Date:	No of School days:
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- Please note:**
1. Term time absences are not an automatic right.
 2. Absences not agreed will be deemed as UNAUTHORISED and so noted in the pupil's academy record.
 3. Absences will not be permitted during tests – these are dates available from the academy
 4. UNAUTHORISED absences may be referred to Education Welfare Officer to be considered for a Fixed Penalty Notice or other action.
 5. If a pupil fails to return by the agreed date the Education Welfare Officer may be informed. In extreme cases a pupil may be removed from the school roll and parents/carers will need to reapply for a place via the Local Authority Admissions Team.
 6. Absence requests will be considered in relation to the pupil's attendance and education attainment.

I have read and understand the information above.	Parent / Carer (Please delete as necessary)
SIGNED:	

PLEASE PRINT NAME:	DATE:
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For Office Use: Attendance %	
Previous Term Time Absence this Academic Year:	Yes/No* If yes - No. of days:
Arrange to meet with parent/carers:	Yes/No If yes – Date and time:
Request authorised	Yes/No

**Datchet St Mary's CofE Primary Academy
The Green, Datchet, Berks, SL3 9EJ – 01753 542982**

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Dear Mr/Mrs/Ms

Surname(of Child)

Forename:

Year :

Having considered your application very carefully, the request for leave of absence:

Has been agreed and authorised

Has not been agreed. The absence will be noted as UNAUTHORISED.

SIGNED:.....

HEADTEACHER

DATE:

Decisions regarding term time absence and its administration should be made by Headteacher who is responsible for monitoring pupil attendance in academy.