

**REQUEST FOR ABSENCE DURING TERM TIME
SCHOOL YEAR: 2018/19**

This form should be returned to school in advance of the requested date(s)

Name of Child	Class
Dates of requested absence	
From <input style="width:150px;" type="text"/>	to <input style="width:150px;" type="text"/> inclusive
Reason for request (please continue overleaf if required):	
Signed <input style="width:150px;" type="text"/>	Date <input style="width:150px;" type="text"/>
<p><i>The Headteacher/Governors will consider the following points before authorising leave</i></p> <ul style="list-style-type: none"> • <i>The age of the child</i> • <i>The time of year (e.g. beginning of a term, SATs)</i> • <i>Child's history of punctuality</i> • <i>If attendance is below 96%</i> • <i>If there has been an application in the previous academic year</i> • <i>The nature of the requested absence</i> 	
FOR GOVERNORS / OFFICE	
Authorised <input type="checkbox"/>	Not authorised <input type="checkbox"/> (tick one box only)
Signed	Date

✂.....✂

For Class Teacher	
Name of child _____	Class _____
Absence from _____ to _____	
Authorised / Not authorised (delete as appropriate)	

✂.....✂

For Parents	
Name of child _____	Class _____
Absence from _____ to _____	
Authorised / Not authorised (delete as appropriate)	