**REQUEST FOR ABSENCE DURING TERM TIME**

This form should be completed in advance of a proposed period of absence by the parent with whom the child normally resides. In line with the Government and local Authority guidance, all leave requests will be dealt with at the discretion of the Head Teacher and the child’s period of attendance will be taken into account.

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**I wish to apply for leave of absence during term time for my child:**

**Name of child**……………………………………………………………………… **Class** …………………………

**First day of leave requested** ………/………/20… **Last day** ………/……/20…

**My child will return to school on** ……/…/20…

**Country visiting:** ……………………………………………………

**Parent Name: (PRINT)** ………………………………………………………………

**Parent Signature:** …………………………………………………… **Date** ……/………/20…

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**Unauthorised half days missed:** ……………… **Percentage attendance:** …………………

The above leave is authorised/not authorised (delete as applicable), in accordance with the school’s procedures and attendance policy, available from the school website.

**Signed:** …………………………………………… **Date form received** ……………………………………

**Jo Burgess,**

**Pupil Support Officer.**