

HOLY TRINITY CE PRIMARY SCHOOL
School Lane, Cookham, Maidenhead, Berks SL6 9QJ

REQUEST FOR TERM TIME ABSENCE

**The school does not authorise term time absences unless there are exceptional circumstances.
 Requests for term time absence should be made 14 days before the start date.**

Surname	Forename	Class:
----------------	-----------------	---------------

Reason for Absence:

Start date:	End Date:	No of School days:
--------------------	------------------	---------------------------

Please note:

1. Absence requests will be considered in relation to the student's attendance.
2. Term time absences are not an automatic right.
3. Absences will not be permitted during preparation time for or dates of exams or tests – these are dates available from the school.
4. Absences not agreed will be deemed as UNAUTHORISED and so noted in the student's school record.
5. UNAUTHORISED absences may be referred to the Education Welfare Officer to be considered for a Fixed Penalty Notice or other action.
6. If a student fails to return by the agreed date, the Education Welfare Officer may be informed. In extreme cases a student may be removed from the school roll in accordance with the DCSF Guidance on Pupil Registration (England) Regulations 2006. Parents/carers will need to re-apply for a place via the Local Authority Admissions Team.

I have read and understand the information above. Signed: Please Print Name:	Parent/Carer (Please delete as necessary) Date:
---	---

For Office Use: Attendance %	Added to SIMS:					
Previous Term Time Absence this Academic Year:	Holiday	Illness	Religious	Authorised	Other	Total
Number of Sessions:						
Arrange to meet with parent/carers: Yes/No	If Yes – Date & Time:					
Request authorised: Yes/No/Partial	Number of Days:	Authorised	Unauthorised			

REQUEST FOR TERM TIME ABSENCE

Dear

Having considered your application very carefully, the request for term time absence:

Day(s) Agreed and authorised

Day(s) UNAUTHORISED. Reason:.....

Signed:..... **HEADTEACHER**

Date:

Please return to the school office