

MORTIMER ST JOHN'S CofE INFANT SCHOOL

ABSENCE FROM EDUCATION DURING TERM TIME

I hereby request that an absence of education be granted to:.....
(name of pupil)

From:..... Last Day of Absence

Times of absence if part-day leave: From:..... To:.....

Purpose of Absence:.....
.....

Do you have children at another school? Yes/No

If yes which school?

Date:.....
(Signature of parent/carer)

This form is to be completed and forwarded to the Headteacher before the period of requested absence. The DfES has recommended that holidays should not be taken during term time. The DfES recommends that the Headteachers consider the following when deciding whether to authorise the request.

- Approval will not be given for pupils with poor attendance records.
- Approval will not be given for holiday during SATs week. Please check with School for specific dates.
- Long weekends and days off should not normally be authorised as term time absence.

(For School Use)

Number of days absence requested:.....

Part-day absence requested:.....

Absence Percentage:.....

Number of absences 12 school weeks prior to request:.....

Has absence during term time been requested previously and, if so, when:-

.....

Thank you for your request for an absence of education for:.....

From:..... To:.....

Part-day absence (if applicable)

This will be recorded as:-

Authorised absence fordays Unauthorised absence for days

Authorised/unauthorised part-day absence from To.....

Signed: Headteacher

We should however make you aware that School cannot be held responsible for any work your child may miss during their absence.