



WESSEX PRIMARY SCHOOL REQUEST FOR TERM TIME ABSENCE



Under DfE guidelines, the Headteacher cannot authorise holidays in term time. This request will be marked as unauthorised absence unless in 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:
<p>Please note:</p> <ol style="list-style-type: none"> 1. Absence requests will be considered in relation to the child'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 child'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 child fails to return by the agreed date, the Education Welfare Officer may be informed. In extreme cases a child 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:	Parent/Carer (Please delete as necessary)	
Please Print Name:	Date:	
For Office Use:	Attendance %	
Previous Term Time Absence this Academic Year: Y/N	If Yes, number of days:	



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Surname:	Forename:	Class:
<p>Having considered your application very carefully, the request for term time absence:</p> <p><input type="checkbox"/> Has been agreed and authorised <input type="checkbox"/> Has not been agreed and will be noted as UNAUTHORISED.</p>		
Signed:	HEADTEACHER	
Date:		