



**Absence in Term Time Request**

This form should be completed and returned no less than 2 weeks before the requested absence.

Please understand that following changes in 2013 to the Education Regulations 2006, schools are only able to authorise absences in term time under exceptional circumstances.

**KS1 (Year 2) have SATs during the month of May and KS2 SATs are also in May. We strongly advise that you do not take your child out of school during this period.**

**Details of request**

**Current Attendance**

(to be completed by school office)

Child's name _____	Class/Year _____	_____ %
Child's name _____	Class/Year _____	_____ %
Child's name _____	Class/Year _____	_____ %

Dates requested: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Total days absent: \_\_\_\_\_

The reason for absence request in term time:

Parent/Carer's name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Contact number: \_\_\_\_\_

Please supply any supporting evidence e.g. letter from employer about restrictions on leave.

**Absence in Term Time Request – Reply Slip**

Thank you for submitting your recent request.

I have given the request due consideration in line with our Attendance Procedures.

No of days authorised: \_\_\_\_\_ Number of days unauthorised: \_\_\_\_\_

If you wish to discuss this further, please contact the school office to arrange an appointment.

*Lorna Smith*

Mrs L Smith  
Headteacher