

Planned term-time absence request form



This form should be used to request a pupil absence during term time when a discretionary decision needs to be made by the Head Teacher. Common examples where this form should be completed include:

- Term time holiday requests
- Request to attend a family event
- Request to participate in sporting or artistic events
- Absence for religious observance

Remember that taking your child on holiday during term time without the school's permission can result in fines. Please refer to the attendance policy for full details.

Child's details		Dates of absence	
Forename		Start date of absence	
Surname		Last date of absence	
Class/Year		Number of school days	
Home address			

Reason for absence (select from below)				
Holiday	Family event	Sporting/artistic/special event	Religious observance	Other
Y/N	Y/N	Y/N	Y/N	Y/N
Additional information in support of your application. Please attach any additional evidence you may wish to be considered.				

Name of parent	
Signature	
Date	

Office use: % attendance this year

Authorised:

Date Received:

Date:

Staff Member: