

TERM TIME ABSENCE REQUEST FORM

Absence to be completed by Parent / Carer

Pupil/s Name: _____



Please provide details of the circumstances for which the absence is being requested:

Number of days:		Details:
Date from:		
Date to:		

Account will be taken by the Headteacher of:

Time of year of the proposed absence (no holidays will be authorised during national testing), the length/purpose of the absence and the overall pattern of your child's attendance. This form will be returned to you 1-2 weeks prior to the holiday dates to allow for maximum attendance

FOR SCHOOL USE ONLY <i>School Target 95%</i> NB. 1 Session = ½ day	Pupil 1	Pupil 2	Pupil 3
Number of authorised sessions this year:			
Number of unauthorised sessions this year:			
Percentage attendance this year:			
Number of late marks this year:			
Percentage attendance last year:			
Percentage attendance previous year:			
Previous involvement with EWO:			

DECISION - To be completed by the Headteacher and returned to parent /carer.

- The request for absence has been authorised and the relevant code will appear on your child's attendance record.
- Part time Nursery
- The request has unfortunately NOT been authorised for the reasons below. Should you take your child out of school, an unauthorised absence will be marked on your child's record
- No details of circumstances have been given, please re-submit form.
- The absence exceeds the recommended authorised amount of days. These will be recorded as unauthorised.
- The Headteacher will request that the EWO issue a Fixed Penalty Notice should you take your child out of school for the unauthorised absence detailed above.
- If you wish to appeal against the decision, please arrange a meeting with the Headteacher by contacting the school te. 01446 760239 or email StNicholasPS@valeofglamorgan.gov.uk

Headteacher comments: Please could you try to catch up on missed work.

Signature:

Date:

