

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 3 year 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 ATTENDANCE TARGET 95%</i> <i>NB. 1 Session = ½ day</i>	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 as your child's attendance pattern is below 95%. 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. Tel. 01446 760239 or email office@stnicholascwprimary.co.uk

Headteacher comments:

Average attendance over the last 3 years is:

We are not able to provide work whilst your child is absent on holiday.

Signature:

Date:

