

REQUEST FOR ABSENCE DURING TERM TIME

This form must be submitted to the Headteacher at least two weeks before the date required and before booking a holiday. As there may be occasions when we cannot sanction the application, we consider the time of year, current attendance, previous holiday requests and a child's individual needs. No holidays will be authorised for children in Year 1, Year 2, Year 4 and Year 6 during May and June. This is due to statutory National Testing in Years 2 and 6, phonics testing in Year 1 and multiplication checks in Year 4. For more information about Attendance, please see the Attendance policy on our website.

Name of Person Submitting Absence Request		
Name(s) of Child(ren)	_____ Year _____ _____ Year _____ _____ Year _____	
Dates of Requested Absence	From _____	To _____
Reasons for Requested Absence		
Parent/Carer Signature _____ Date _____		
To be completed by the Head Teacher		
Request Outcome	Agreed <input type="checkbox"/>	Not agreed <input type="checkbox"/>
Reasons for Response		
Signed _____ Date _____ Mrs Wilkinson		