



REQUEST FOR ABSENCE DURING TERM TIME

This form must be submitted to the Headteacher at least two weeks prior to the date required and before booking a holiday. As there may be occasions when we are unable to sanction the application, we take into account the time of year, current attendance, previous holiday requests and the individual needs of a child. No holidays will be authorised for children in Year 1, Year 2, Year 4 and Year 6 during the months of 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.

The following reasons for absence will be considered:

- Funerals
- Religious observance
- Individual needs of child/ren and or family

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 Head Teacher		
Request Outcome	Agreed <input type="checkbox"/>	Not agreed <input type="checkbox"/>
Reasons for Response		
Signed _____ Date _____ Mrs S Threlkeld Brown		