



**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

<b>Name of Person Submitting Absence Request</b>			
<b>Name(s) of Child(ren)</b>		<b>DOB</b>	
<b>Dates of Requested Absence</b>	<b>From:</b>	<b>To :</b>	
<b>Reasons for Requested Absence</b>			
<b>Parent/Carer Signature</b> _____ <b>Date</b> _____			
<b>To be completed by Head Teacher</b>			
<b>Request Outcome</b>	Agreed <input type="checkbox"/>	Not agreed <input type="checkbox"/>	
<b>Reasons for Response</b>			
<b>Attendance Percentage</b>			
<b>Signed</b> _____ <b>Date</b> _____			
Mrs S Threlkeld Brown			

**Head Teacher: Mrs. S Threlkeld-Brown BA Hons, NPQH**  
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