



REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME 2021/2022

Parents are requested to complete this form in order to seek permission to absent their child from school during term time.

Please note, DFE regulations now state absence for holidays can no longer be authorised by head teachers except in the most exceptional circumstances. Any absence for term-time holiday will need to be coded as unauthorised.

It is not necessary to complete this form in the case of illness or medical/legal appointments.

Child's name: Class:

I request permission for my child to be absent from school from:

to inclusive

Reason for absence:

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.....
.....

Signed: _____ Relationship to child: _____
Tel No: _____ Date: _____

Office use:

Total number of half days absence this school year		Current Attendance	%
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Absence resulting from this request should be recorded as
AUTHORISED / UNAUTHORISED

Signed: (Executive Headteacher)