



## REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME 2022/2023

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:

.....  
.....  
.....

Signed: \_\_\_\_\_ Relationship to child: \_\_\_\_\_  
Tel No: \_\_\_\_\_ Date: \_\_\_\_\_

*Office use:*

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

Signed: ..... (Executive Headteacher)