

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



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

NB. *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:

Number of half days absence requested	
Number of half days absence already taken/booked this school year	
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)