

REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME 2024/2025



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:

We request permission for our child to be absent from school from:

to inclusive

Reason for absence:

.....

PLEASE NOTE THAT ALL ADULTS/CARERS WITH PARENTAL RESPONSIBILITY NEED TO SIGN THIS FORM:

1.	Signed:		Relationship to child:	
	Tel No:		Date:	
2.	Signed:		Relationship to child:	
	Tel No:		Date:	

Office use only:

Number of half days' absence requested above		Current Attendance	%
Number of half days absence already taken/booked this school year			
Total number of half days' absence this school year			

Absence resulting from this request should be recorded as: **AUTHORISED / UNAUTHORISED**

Signed: (Executive Headteacher)

Action:		
Countersigned Absence Form - sent to parents/carers	yes / no	.. / .. / ..
Holiday in Term Time Refusal Letter - sent to parents/carers	yes / no	.. / .. / ..
Referral to EWO (re. fining)	yes / no	.. / .. / ..