

**ABSENCE REQUEST FORM  
(INCLUDING HOLIDAYS DURING TERM TIME)**

**NOTES TO PARENTS/CARERS**

The law does not grant parents an automatic right to take their child out of school during term time. If the request is for a holiday in term time you must have Parental Responsibility and be the parent with whom the child normally lives. Permission must be sought in advance and must be for the purpose of a family holiday. If you do not have Parental Responsibility and/or normally live with the child you must seek the consent of the parent who does and that person should complete this form. Schools will only consider requests from that parent.

When deciding whether to allow term time leave, for any reason, the school will consider:-

- The time and duration of the leave
- Your child's record of attendance
- Learning that will be missed

**TO THE HEADTEACHER..... SCHOOL/COLLEGE**

I wish to apply for

NAME[S] OF CHILD[REN] \_\_\_\_\_ CLASS \_\_\_\_\_  
\_\_\_\_\_ CLASS \_\_\_\_\_  
\_\_\_\_\_ CLASS \_\_\_\_\_

to be authorised as being absent from school from \_\_\_\_\_ to \_\_\_\_\_ inclusive

**REASON FOR REQUEST FOR ABSENCE DURING TERM TIME:**

**IF HOLIDAY REQUEST, EXCEPTIONAL CIRCUMSTANCES WHICH MEAN THAT THE HOLIDAY CANNOT BE TAKEN DURING A SCHOOL HOLIDAY:**

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORISED** The School agrees to your child being absent from school on the specified dates.

**Absence dates** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**UNAUTHORISED** The School/College does not authorise your request for leave in term time for the following reason:

SIGNED ..... Head Teacher Date .....