



Notification of Planned Absence During Term Time Form

Child/Children's Name(s):	
Year Group(s)/Teacher(s):	
Dates of Absence Period:	
Number of School Days Missed:	
Reason for absence needing to be taken in school time:	

Education Regulations state that the Headteacher may not authorise any leave of absence unless there are exceptional circumstances. www.education.gov.uk. The school requests notification of this information from a Safeguarding perspective.

Holidays in term time will not be authorised unless there are exceptional circumstances. Our Attendance and Punctuality Policy defines a list of what would be considered exceptional circumstances. Absence requests that do not meet the criteria will not be authorised.

Please note that if a child has attendance of less than 90% (equating to 19 days absence over a full year) our Educational Welfare Officer will contact you regarding poor attendance. Unauthorised holidays will be used as evidence in any legal proceedings, which could result in a fine.

Name of Parent/Guardian: _____

Signed: _____ **Date:** _____

SCHOOL USE:

Date received in school: _____ **Outcome:** _____

Signed: _____ **Date:** _____