



Tilston Parochial
CE Primary School

Bringing out the Best in Everyone.
'Encourage one another and build each other up.' Thessalonians 5:11

Request Form for proposed leave of absence during term time

Our school believes that non-attendance at school, even for short periods of time, can have a detrimental effect on a student's achievement. This view is in line with current Government guidelines. As a result, all applications for absence in term time are carefully considered on their merits in the light of the need to maintain continuity of learning.

Name of child:

Class:

I am making a request for my child to be absent from school from _____
to _____, totalling _____ days.

The reason for the proposed absence during term time including mitigating circumstances:

Please note:

- We follow the guidelines which state that we may in **exceptional circumstances** authorise an absence
- Authorisation must be applied for in advance. Authorisation will not be given retrospectively.
- If your child has a period of unauthorised absence it may lead to the issue of a Fixed Penalty Notice in accordance with section 444 of the Education Act 1996.

Signed _____ Date _____

Absence is authorised/unauthorised _____ Headteacher

Headteacher: Mrs Kelsey Mort

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