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| **REQUEST FOR TERM TIME ABSENCE**  **The school does not authorise term time absences unless there are exceptional circumstances**  **(Requests for term time absence should be made 14 days before the start date).** | | | |
| **Surname:** | **Forename:** | | **Class:** |
| **Detailed Reason For Absence:** | | | |
| **Start date:** | **End date** | | **No. of School Days:** |
| **Please note:**  1. Term time absences are not an automatic right.  2. Absences will not be permitted during preparation time for or dates of exams or tests – these are dates available from the school.  3. Absence at the start of Year 7, when a student is settling into the school, will be unauthorised unless there are very exceptional circumstances.  4. Absences not agreed will be deemed as UNAUTHORISED and so noted in the student’s school record.  5. UNAUTHORISED absences may be referred to the Education Welfare Officer to be considered for a Fixed Penalty Notice or other action.  6. If a student fails to return by the agreed date, the Education Welfare Officer may be informed. In extreme cases a student may be removed from the school roll in accordance with the D of E Guidance on Pupil Registration (England) Regulations 2006. Parents/carers will need to re-apply for a place via the Local Authority Admissions Team. | | | |
| I have read and understand the above information.  **Signed:**  Please Print Name:  Parent/Carer (Please delete as necessary) | | **Date:** | |
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