

This form is to be completed and forwarded to the Headteacher at least **14 days** in advance of the period of absence.

When authorising absence for performances/modelling the school will take into account your child's attendance and whether they can afford to miss lessons.

Absences will not be authorised for the first two weeks of the Autumn term or the first week of the Spring and Summer terms, or during Key Stage 1 and Key Stage 2 SATs.

Name of Pupil	Class	Date of Birth

Reason for request:
Date absence due to start:
Date that child will return to school:
Number of days that child will be absent from school:
How many days has your child missed school for other reasons?

Has parent requested time off for child previously this year? []

The period of absence is authorised []

The period of absence is unauthorised and will be referred to the Education Welfare Service []

Comments

Signed:.....(Headteacher) Dated:.....

APPLICATION FOR TERM TIME ABSENCE

DECISION OF HEADTEACHER

COPY TO SOUTHWARK EDUCATION WELFARE AND ATTENDANCE SERVICE

