



## **Term Time Absence Request Form**

Please complete this form and return to school before the period of absence desired. You will receive a copy of this form stating whether the absence has been authorised or unauthorised.

Child's Name \_\_\_\_\_ Class \_\_\_\_\_ School \_\_\_\_\_

Child's Name \_\_\_\_\_ Class \_\_\_\_\_ School \_\_\_\_\_

Child's Name \_\_\_\_\_ Class \_\_\_\_\_ School \_\_\_\_\_

I/We request permission for our child/ren to take leave of absence from school from ..... to ....., a total of ..... school days. The extenuating circumstance for taking our children out of school during term time is as follows:

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***(Please note that without a reason your absence will NOT be authorised)***

I/We accept that Halton Holegate C of E Primary School cannot authorise any absences unless there are extenuating circumstances and then it can only be for up to 10 days in any full school year. Any absences taken unauthorised may incur a fine.

Signature of Parent / Carer.....Date.....

**Absence Authorised**

**Absence NOT Authorised**

**Reason:**.....

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Signature of Headteacher .....

Date.....