

Term Time Absence Form

A request for absence **MUST** be made at least a minimum of six weeks prior to the absence.

Pupil Details

Name..... Date of Birth.....

Year Band.....

Dates of Request for Term Time Absence

First Date of absence..... Last Date of absence.....

Reason for Term Time Absence Request

If the request is to attend a family wedding, please give the date of the wedding below

.....

I understand that keeping my child off school in term time when the absence has not been authorised may result in action being taken against me for Non School Attendance by The Local Authority.

Parent / Carer Name (Print).....

Parent / Carer (Signature).....

Date.....