



Application for Term Time Absence at Gilwern Primary School

Research indicates that attendance below 95% affects the education of your child. Two weeks holiday in term time means that your child's attendance can be no greater than 95%.

Name of Child: _____ Year: _____

How many applications have been made this academic year? _____

Reason for current application: _____

Date from: _____ Date to: _____ Total number of days requested: _____

Signed: _____ (Parent /Carer) Date: _____

For completion by school only

PERMISSION GRANTED / NOT GRANTED

REASON FOR NOT GRANTING PERMISSION	TICK AS APPROPRIATE
Your child's attendance is below our school attendance target of 95.9%	
Your child will miss the National Tests in literacy and numeracy	
There are no exceptional circumstances that require you to be absent in term time.	
You have taken more than 10 days absence in the current academic year. We CANNOT authorise further time off.	
Other reason:	

AUTHORISATION
Signed: _____ Date: _____

Entered onto SIMS
Date: _____ Staff: _____

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To be returned to parent/carer

PERMISSION GRANTED / NOT GRANTED

Name of Child: _____ Current attendance: _____

REASON FOR NOT GRANTING PERMISSION	TICK AS APPROPRIATE
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You have taken more than 10 days absence in the current academic year. We CANNOT authorise further time off.	
Other reason:	

Signed: _____

Date: _____

(Headteacher – Gilwern Primary School)