



Application for Term Time Absence

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 for term time absence have been made this academic year? _____

Reason for current application: _____

Date from: _____ Date returning to school: _____ Total number of days requested: _____
(Do not include weekends)

Signed: Parent /Carer: _____ Date: _____

You will receive a text message acknowledging receipt of your application and indicating whether the absence will be recorded as authorised or unauthorised on your child's attendance record.

For completion by school only

Current Attendance: _____ (%)

Permission Not Granted	Unfortunately, this does not meet the exceptional circumstances criteria and will be an unauthorised absence.
Permission Granted	Meets exceptional circumstances and will be an authorised absence.
Additional Comments:	

Signed: _____ (HEADTEACHER) Date: _____

<i>Scanned & saved</i>	<i>Recorded on SIMS</i>	<i>Parent informed</i>