



Absence Request Form

Name of Child:	DOB:	Class:
I wish to apply for my child (named above) to be authorised as being absent from school		
from _____ to _____ inclusive. Total school days absent _____		
Please detail the reason for your holiday request and include the exceptional circumstances which mean that your holiday cannot be taken during a school holiday period;		

As a parent or carer, you should fill in this form if you want to take your child out of school during term time. After completing the form, please return it to the Office, no less than 2 weeks before the first date of absence.

The conditions under which leave of absence during term-time may be granted are contained in Reg.7 of The Education (Pupils Registration) Regulations 2006 and Sections 62-68 of the DfE publication Keeping Pupil Registers 2008.

Schools may decide whether or not to authorise leave of absence for a family holiday. Parents or carers should not expect such leave to be granted as of right. Permission will not be given if it is applied for after the absence has taken place. Normally, a pupil shall not be granted more than 10 school days leave of absence in any academic year.

I, the parent/guardian of the child named above, am signing to request permission for leave of absence from school. I confirm that I understand the effect this absence will have on my child's education.

Signature of Parent/Carer: _____ **Date:** _____

Name _____	Absence dates ___/___/___ to ___/___/___
<input type="checkbox"/> AUTHORISED: St Giles C of E Primary School agrees to your child being absent from school on the specified dates.	
<input type="checkbox"/> UNAUTHORISED: St Giles C of E Primary School does not authorise your request for leave in term time for the following reason:	
Signed:	Mr Mark Pipe