



ALL SAINTS CHURCH OF ENGLAND JUNIOR SCHOOL

Westborough Road, Maidenhead, Berkshire SL6 4AR

Acting Head Teacher: John Mckrell

REQUEST FOR TERM TIME ABSENCE

The school does not authorise term time absences unless there are exceptional circumstances.

Our Attendance Policy can be found on the school website.

Requests for term time absence should be made at least 15 school days before the start date.

Surname:	Forename:	Class:
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REASON FOR ABSENCE:

START DATE (first day school missed):	END DATE (return to school date):	TOTAL NUMBER OF SCHOOL DAYS:
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Please note:

1. Absences not agreed in advanced will be deemed as UNAUTHORISED and so noted in the student's school record.
2. UNAUTHORISED absences may be referred to the Education Welfare Officer to be considered for a Fixed Penalty Notice or other action.
3. If a student fails to return by the agreed date, the Educational Welfare Officer may be informed. In extreme cases, a student may be removed from the school roll and parent/carers will need to reapply for a place.

I have read and understood the information.

Signed by:.....Parent/Carer

Date:

Print Name:

For Office Use: Percentage attendance so far for this academic year%

Having considered your application very carefully, the request for term time absence from..... to.....
(.....school days)

- ☐ Has been agreed and authorised
- ☐ Has not been agreed. The absence will be noted as an UNAUTHORISED Attendance
- ☐ Has not been agreed. The absence will be noted as an UNAUTHORISED absence and may be referred to the Education Welfare officer to be considered for a Fixed Penalty Notice.

Signed:.....John Mckrell, Acting Headteacher

Date:.....