

Request for Term Time Leave



To be completed at least 2 weeks before the proposed absence

Alder Bridge School has a policy of not authorising holidays during term time unless there are exceptional circumstances. In such a situation, or if leave is required for other reasons, eg, medical treatment, bereavement, interview, Parents should complete this form requesting, “*authorised absence*” at least two weeks in advance of the proposed date. Once completed, please return this form to the school office.

The DfES require all schools to record attendance and “*unauthorised absences*” accurately, holidays should therefore not be taken during term time. The DfES recommends that schools consider the following points when deciding whether to authorise the holiday request.

- Approval will not be given for pupils with poor attendance records.
- Long weekends and occasional days off will not normally be authorised as term time holiday.
- Effect of proposed absence on child’s education.

Parent to complete

Name(s) of Pupil(s):		Class(es)
Start date of absence:	Date of return to school:	No. of days/hours of absence:
Reason for absence during term time:		
Signed by Parent(s)/Guardian:		Date:

Teachers Group to complete

Has holiday during term time been requested previously and if so when:	Percentage of attendance (12 school weeks prior to request)
ABSENCE APPROVED / NOT APPROVED <i>(please indicate)</i>	
Teacher’s Group comments:	
Signed On Behalf of the Teachers Group:	Date:

If the Teachers Group approval is not given and the leave is still taken, the absence will be recorded as unauthorised and may be referred to in any references given by the school.

For office use only:

(1) Date form received in office.....(2) Date given to teacher.....

(3) Date form returned to office.....(4) Date Parents informed.....